

**Neal Edwin Michael Taylor**

128 Hayrick Lane, Mooroolbark, Victoria 3138

**Home Phone:** (03) 9733 4722 **Mobile Phone:** 0417 57 9944

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**Key Strengths:**

- Empathetic, with strong listening abilities
- Excellent rapport with clients
- Understand and promote that clients need to be treated wholistically
- Capable public speaker
- Developed multiple skills with direct client contact
- High level of computer skills (Mac & PC) including office suites and database management

**Education:**

**2009 Cert IV Alcohol & Other Drugs**

AGB Human Resources (Vic.) *Currently studying*

**2009 QPR Suicide Prevention Gatekeeper Program**

Salvation Army/QPR Institute

**2008 Dip. of Community Welfare Work & Mt. Louisa Counselling**

Institute of Counselling & Community Services (Melb.)

**2005 Forge Mission Internship - Forge Mission Training Network (Qld)**

**1995 Certificate in Multimedia Production - Southbank TAFE (Qld)**

**1990 The Producer's Masterclass & Successful Scripting - AFTRS**

**1989 Bachelor of Arts (Film & Television) - Queensland College of Art**

**1986 Completed Year 12 - Wynnum State High School**

**Other:**

**2009 Current Working with Children Check Card holder - Victoria**

**2009 Senior First Aid Certificate - St. John's Australia**

**Professional Memberships:**

**Australian Counsellors Association - Qualified Member**

**Eastern Homeless Network**

**Other Achievements:**

**Bimbadeen Heights School Council - Current Council Member**

**Red Earth Chaplaincy Committee - Founding & Current President**

**Employment History**

**January 2009 to July 2009**

**Big House Communities/ACOM - Lecturer for "Hearing the Voice of Culture"**

- Prepare weekly lessons and teaching students studying Cert. IV Christian Ministry
- Registered with ACOM as teacher of ACOM certified course

**January 2009 to Present**

**The Dining Room/Vive Café - Volunteer Community Development Worker/Counsellor**

- Building relations with clients, related Agencies, Gov't Departments and local community
- Providing Resources for clients and interested media and community
- Public speaking/promotion of homelessness and social justice issues
- Basic Counselling of guests on a need basis

**January 2008 to Present**

**The Dining Room (Tues) & Vive Café (Thurs) - Volunteer/Team Care Worker**

- Serve meals & interact with guests - homeless, poor & disadvantaged of all ages etc
- Oversee welfare of volunteers during meal service, and lead group in debrief after (Team Care)
- Mentored by David Knoop - Social Worker

**January 2007 to May 2008**

**Forge Mission Training Network - Operations & MarComm Manager (Vic & National)**

- Managed Finances & Admin inc. OHS, & HR for Victorian Staff (6) and Interns (50)
- Manage & Maintain websites; Design, Layout & Book Ads, Merchandising, & Promo material
- Liaise with National Network, Churches, Individuals & Others for Conference Organising

**March 2006 to January 2007**

**The Art House - Contract Graphic Design**

- Liaise with Clients, Publishers & Media Buyers for Ad Design & Placement
- Design and layout of advertisements, merchandising & promotional material for international brands and local businesses

**September 2005 to March 2006**

**Freelance Graphic Designer**

- Liaise with Clients, Brand research, Budgeting, Design, Planning & Media Buying
- Production of media including DTP, Graphic Design, and Web Design

**March 2004 to August 2005**

**Genesis Productions (Australia) Pty Ltd - General Manager**

- Management of Marketing, Finances, Legals, OHS, IT, and HR for over 16 Employees, Contactors & Suppliers
- Developed & Implemented Policies, Procedures, and Contracts etc. OHS, IT & HR
- Company turn-over for '04/'05 was in excess of \$2.5 million, a 5% increase on previous year

**June 2003 to March 2004**

**New Litho Pty Ltd/Vertick Pty Ltd - Contract DTP/Graphic Design**

- Design of templates (Boards & Ads) for use with the ADLIZARD system for Victorian Realestate Clients

**June 2001 to June 2003**

**New Litho Pty Ltd - Contract DTP/Graphic Design**

- Compile and Assemble Property Profile Magazine each week (64pp - 128pp)
- Prepress/Impose client supplied files for CTP, Film and/or prepare designs based on brief
- Liaise with Clients, Publishers & Media Buyers for Ad Design & Placement
- Design and layout of advertisements, merchandising & promotional material for international brands and local businesses

**June 1998 to June 2001**

**Oxygen Media Pty Ltd - Manager & Creative Director**

- Liaise with Clients, Brand research, Budgeting, Design, Planning & Media Buying
- Production of media including DTP, Graphic Design, and Web Design for many International Brands and many local businesses
- Management of Marketing, Finances, Legals, OHS, IT, and HR for 5 Employees, Contactors & Suppliers
- Developed & Implemented Policies, Procedures, and Contracts etc. OHS, IT & HR

**Career Objectives**

Summary: To work, with others, making a positive change in people's lives.

**Current References**

**Ms Deb Andersen**

**Training Consultant/Counsellor**

ICCS - Melbourne

Level 2, 517 Flinders Lane

Melbourne, Victoria 3000

Mobile: 0423 322 049

Email: shesworking@hotmail.com

**Mr Kim Hammond**

**Former State Director, Forge Mission**

**Training Network (Victoria)**

Telephone: 03 9707 4414

Mobile: 0411 104 443

Email: kim@thejunction.info

**Mr David Knoop**

**The Dining Room**

Mobile: 0413 043 613

Email: davidknoop@live.com.au

**Mr Darryl Rogers**

**Interpretive Attractions**

Mobile: 0413 057 157

Email: darryl@interpretiveattractions.com

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