

Elizabeth Jack

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PROFESSIONAL SKILLS SUMMARY

- High level skills in strategic and operational planning and implementation
- Extensive experience in community development and service development
- Extensive experience in project and staff management
- Extensive consultation experience with all tiers of government, business, community and not for profit organisations
- High level community development and networking skills and experience
- High level customer service skills and experience in customer service training
- High level training and presentation skills
- Regional planning and development skills including organizational planning and development
- Extensive sport development experience with regional, state & national organisations
- Very high level oral and written communication skills
- Excellent conflict resolution and negotiation skills
- Strong computer skills including – Microsoft Office (Word, Access, Excel, PowerPoint), database management and operations, internet/email/social media, MYOB.

PROFESSIONAL EXPERIENCE

BREAKTHRUWA

July 2022 – June 2023

Position: Business Manager

- Responsible for:
 - The delivery and development of the Wheels for Work and iHub programmes Operate a
 - The development and management of the Organisation's objectives.
 - Maintenance of partnerships with key government, business & community agencies.
 - Planning, negotiation, and implementation of contract agreements of funded projects.
 - Maintenance of strong internal & external communication channels.
 - Preparation and management of income and expenditure for funded projects.
 - Staff management and support.

SOUTH REGIONAL TAFE

May 2021 – ongoing

Position: Lecturer Business and Tourism

- Responsible for:
 - The delivery and development of the Operate a Small Business skill set to meet the emerging needs of the regional community.
 - Delivery of the Certificate one and two in Tourism.
 - Responsible for delivery and contextualization within different locations of the Great Southern.
 - Implement continuous improvement strategies and ensure services are of a high level, meet compliance requirements and keep informed of opportunities within the sector.

TESTSPACE**July 2020 - Present****Position: Owner**

- Responsible for:
 - Concept, design, and development of a private sector co-working space.
 - Implementation of community engagement projects that support emerging artists.
 - Direction to emerging enterprises regarding external funding environment and demand for local services.
 - Chairing the Strata Management committee.

SOUTHERN FORESTS AND VALLEYS TOURISM ASSOCIATION**Jan-April 2021****Position: Acting Chief Executive Officer**

- Responsible for:
 - The development and management of the Organisation's objectives.
 - Maintenance of partnerships with key government, business & community agencies.
 - Planning, negotiation, and implementation of contract agreements of funded projects.
 - Identifying opportunities to attract membership benefits.
 - Maintenance of strong internal & external communication channels.
 - Preparation and management of income and expenditure for funded projects.

DENMARK CHAMBER OF COMMERCE Inc. (DCC)**2012 – 2019****Position: Chief Executive Officer**

- Responsible for:
 - Leading the operational delivery of the Denmark Chamber's strategic plan.
 - Working with State & Local Government agencies to ensure integration of services and uptake of programme opportunities.
 - Representing the DCC and advocate to State & Local Government agencies
 - Overseeing the implementation and financial management of the DCC Community Directory
 - Sourcing & initiate project opportunities that supported the objectives and financial sustainability of the DCC.
 - Identifying key internal & external stakeholders and maintain constructive relationships with these parties
 - Developing, leading and motivating a team in the delivery of member services.
 - Developing, promoting & managing projects that contributed to the DCC's objectives.
 - Developing and implementing promotional strategies for increased market awareness.
 - Managing the operational compliance of the Organisation.

GERTRUDE WELLEASE**2014 – Ongoing****Position: Artistic Creator and Performer**

- Responsible for:
 - Conception and development of Gertrude as a performance character
 - Planning and development of all performances
 - Support to community groups in the development and promotion of events.
 - Delivery of MC services through the region.

CENTRE OF SUSTAINABLE TOURISM**1996 – Ongoing**

- Responsible for:
 - Development, management, and promotion of the business services.
 - Developing and maintaining business and community networks.
 - Managing project budgets and implementation strategies.
 - Facilitate the planning of regional tourism projects.
 - Management of a community tourism monitoring project [Tourism Optimisation Management Model](#) on [Kangaroo Island](#).
 - Client list can be provided upon request.

SOUTHWEST COLLEGE OF TAFE BUNBURY

1995 - 1997

- Responsible for:
 - Delivery of tourism training package.
 - Stakeholder engagement
 - Delivery or organisational compliance and reporting.

SOUTH WEST DEVELOPMENT COMMISSION

1994 - 1996

- Responsible for:
 - Delivery of State Government programmes to support and build the capacity of tourism.
 - Develop and implement regional tourism development initiatives.
 - Develop and maintain business and community networks.
 - Facilitation of local and regional tourism strategies.
 - Co-ordinate events to support capacity building within the industry sector.
 - Develop and implement promotional strategies for increased awareness of the region's tourism product.

WA TOURISM COMMISSION BUNBURY

1991 - 1994

- Responsible for:
 - Delivery of State Government programmes.
 - Establish extensive business and community networks within the South West and Great Southern region.
 - Facilitate the development of collaborative projects between industry and government.
 - Develop and implement promotional strategies.

EDUCATION QUALIFICATIONS

- Bachelor of Arts (History Anthropology)
- University of Western Australia, Perth, WA 1987
- Graduate Diploma of Business (Tourism)
- Edith Cowan University, Perth, WA 1989
- Certificate 2 and 3 Music
- Certificate 4 in Training and Assessment
- Accountable & Ethical Decision-Making
- Financial Management Training
- Provide First Aid
- Records Awareness Training
- Provide work skill instruction.
- Enterprise Trainer Presenting Skill Set
- Agristart Regional Connect programme.

PROFESSIONAL ASSOCIATIONS

- Regional Arts WA
- Denmark Arts
- WA Music Industry Association

REFEREES

- Dawn Atkin Industry Engagement Manager South Regional TAFE
 - Phone: 0404147207 Dawn.Atkin@srtafe.wa.edu.au
- Simon Lyas Director Regional Development Australia Great Southern
 - Phone: 0417 417 897 ceo@rdagreatsouthern.com.au