

## RAYMOND WILLIAM MANLEY

### **EDUCATION**

**Colour and B&W Semesters** - Photography Studies College

**General Course in Photography** - Barcelona Centre d'Imatge, Spain

**RSA/Cambridge Certificate in English Language Teaching to Adults**  
- International House, Barcelona

**Diploma in Spanish Studies** - Universidad de Salamanca, Spain

**B.A. Modern Languages and Political Science**  
Australian National University, Canberra

**Diploma in Office Administration** -Metropolitan Business College,  
Canberra

**First Aid Level 1** - Mission Australia ( Will be attending a Level 2 course  
in January 2003)

### **LANGUAGES**

- English - first language
- Spanish - second language
- French, Italian, Catalan - intermediate comprehension

### **COMPUTER SKILLS**

- Basic knowledge of MYOB
- Intermediate knowledge of Excel
- Proficient in Microsoft Word
- Proficient in Photoshop 5.0 and Publisher
- Currently improving knowledge of these and other programs
- Knowledge of Mac OS 9,X, Windows 95 - 2000 operating systems.

### **ACCIDENT WAIVER**

Broke elbow in April 2002 - no serious problems to date.

## **EMPLOYMENT**

2002 - November - Lara Lake Primary School - Supporting Schools Program( Work for the Dole)

Assisting children in IT classes and library cataloguing work.

2001- June-November Admin Assistant/Integration Aide- Mission Australia /Camberwell South Primary

*The Community Jobs Program is a four-month initiative run by Mission Australia. It places participants in schools in the Eastern Suburbs to work as admin assistants and teacher's aides. Apart from general admin tasks, I assisted children to develop their literacy skills. At Mission Australia, all participants were involved in the creation of a journal to document the progress of the program.*

1998 - 2000 ESL Teacher in language schools in Madrid and Barcelona, Spain

*During this time I acquired excellent communications skills, becoming particularly proficient in giving clear explanations and instructions. I applied active language procedures to analyse any learning problems my students may have and worked with them individually and as a group in order to achieve satisfactory results. Rapport with my students was exceptionally good. Other duties included assessment procedures and report writing. All teaching was done without supervision.*

1997 Office Clerk/Translator - PAAL International Imports, Barcelona

*My main role was as English-Spanish Translator, however my other duties included reception and despatch of supplies, ordering stock and stationery, data entry, filing, word processing, and liaising with buyers, suppliers and distributors, invoicing and accounts receivable/payable, monitoring stock movement, and ordering couriers.*

1996 Retail Assistant (Casual)- Zebra Camera Store, Barcelona

*My retail experience was valuable as I learnt the importance of treating clients with respect and sensitivity as well as dealing with difficult clients tactfully. As well as serving and advising customers, my duties included replenishing stock and ordering new supplies*

1988-1994 Administrative Service Officer APS - 1

Commonwealth Department of Employment, Education and Training, Canberra

*During my time in DEET, I worked in various Branches and Sections of the Department, acquiring valuable experience in administration as well as good work habits. At this early stage of my career I learnt to organise workloads in order of urgency and deadlines, always taking into account the importance of a task, the time needed to complete it, and prioritise accordingly. Whenever a task required the collective effort of a team, I always liaised with others to make sure my work did not conflict in any way with the efforts of the rest of the group. I adapted well to sudden changes of plans and high-pressure situations. My duties included Records Management, Filing and File Creation, ordering stationery, travel bookings, meeting room reservations, handling public enquiries, word processing and correspondence, liaising with Management, the Records Centre,*

*Mailroom and outside organisations, Research and Information Retrieval and Library work.*

## **PERSONAL ATTRIBUTES**

|               |                 |              |
|---------------|-----------------|--------------|
| Open-minded   | Reliable        | Friendly     |
| Adaptable     | Flexible        | Fun-loving   |
| Quick learner | Lateral Thinker | Helpful      |
| Active        | Ethical         | Creative     |
| Level-headed  | Self-starter    | Responsible  |
| Enthusiastic  | Honest          | Professional |

## **SKILLS AND QUALITIES**

- Data Entry
- Filing and binding
- *Customer service*
- Processing Orders
- Ordering Supplies
- Organise meetings
- Records Management
- Pleasant phone manner
- Resolving Public Enquiries
- Able to work well with others
- E-mail, faxing, mail distribution
- Research and information retrieval
- Committed to Equity and Diversity
- Able to work with minimal supervision
- Reservations of Flights and Accommodation
- Word processing and drafting correspondence
- Awareness of Occupational Health and Safety
- Willingness to learn new skills and new methods

## **LEISURE INTERESTS**

- Photography
- Music
- Books
- Cinema
- Fashion
- Contemporary Art
- Contemporary Dance and Theatre

## **OTHER WORK EXPERIENCE**

- Barman and waiter
- Photographer's assistant
- Portfolio portraits for models and actors
- Stage hand (theatre, concerts and festivals)
- Involved in organisation of Club nights
- Radio Announcer – 2XX Community Radio, Canberra
- Photographic portfolio - portraying a wide range of themes and techniques
- Voluntary reception work at Lara Community Centre, tasks included banking, petty cash and mail.
- Work for the Dole scheme at Lara Lake Primary School - book cataloguing.

