


# Henry John Boleszny

## Résumé

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# Résumé

## Henry John Boleszny

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### Career Objective

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To enhance Australian business through quality workplace training and business management practices.

### Professional Skills Summary

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<i>Typing:</i>	40 wpm	
<i>Software:</i>	<input type="checkbox"/> MS Office 95/97 <input type="checkbox"/> M.Y.O.B. Accounting Plus 10 <input type="checkbox"/> Ulead PhotoImpact 5.0 <input type="checkbox"/> Adobe PageMaker 6.5	<input type="checkbox"/> Allaire HomeSite 4.5 <input type="checkbox"/> Macromedia Dreamweaver 3 <input type="checkbox"/> Adobe PhotoShop 4.0 <input type="checkbox"/> CorelDRAW 9
<i>Communication</i>	<input type="checkbox"/> web page design <input type="checkbox"/> web site copy writing <input type="checkbox"/> written communication <input type="checkbox"/> editing & proof-reading <input type="checkbox"/> advertising copy writing <input type="checkbox"/> financial analyses	<input type="checkbox"/> report preparation <input type="checkbox"/> research <input type="checkbox"/> oral/phone communication <input type="checkbox"/> telephone sales <input type="checkbox"/> counselling/mentoring <input type="checkbox"/> seminar presentations
<i>Business</i>	<input type="checkbox"/> customer service <input type="checkbox"/> financial management <input type="checkbox"/> time management <input type="checkbox"/> business management <input type="checkbox"/> preparing quotations	<input type="checkbox"/> goal setting <input type="checkbox"/> business plan development <input type="checkbox"/> market research <input type="checkbox"/> negotiating A/R and A/P <input type="checkbox"/> caseload management
<i>Personal</i>	<input type="checkbox"/> highly motivated <input type="checkbox"/> self-starter <input type="checkbox"/> quick learner	<input type="checkbox"/> efficient <input type="checkbox"/> reliable <input type="checkbox"/> computer literate

### Education

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#### FORMAL QUALIFICATIONS

**Bachelor of Information Technology, SCU, Lismore NSW**

Credit average – *withdrew after 1<sup>st</sup> Semester due to Post Viral Syndrome*

**Associate Diploma in Social Work, SAIT, Adelaide SA**

Obtained Credit or Distinction grades for communication, group work & statistics – *course completed*

#### TRAINING COURSES

**Office Computing**

**Short Course in Telemarketing**

**Cert IV Small Business Management (NEIS)**

**Workplace Trainer Category 1**

**Interactive Webpage Design**

## Employment Overview

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2000	Leonie Green and Associates Pty Ltd <i>Web Design Consultant</i>
1997-2000	Sea Eagle Publications <i>Administration, information &amp; training materials publisher</i>
1998-1999	Brown Bear Web Works <i>Proprietor, web site &amp; business development consultancy</i>
1996-1997	Amy Longshaw and Associates <i>Admin Assistant, curriculum development consultant</i>
1995-1997	Follow Your Dreams <i>Proprietor, personal development consultancy</i>
1995-1997	Projecting Personal Power <i>Partner, personal development seminars</i>
1995-1997	Southern Synergy <i>Executive Secretary, commercial networking enterprise</i>
1989-1990	Dept for Family and Community Services <i>Social Worker</i>

## Other work – voluntary and casual

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1990-1997	<input type="checkbox"/> Truck driver (to 3 tonne)	<input type="checkbox"/> Child minding
	<input type="checkbox"/> Editor & proof-reader	<input type="checkbox"/> Taxi driver (SA)
	<input type="checkbox"/> Reiki Clinic volunteer/coordinator	<input type="checkbox"/> Small bus driver
	<input type="checkbox"/> Mentor – “Women in Business”	<input type="checkbox"/> Fundraiser
	<input type="checkbox"/> Warehouse operations/packer	<input type="checkbox"/> Cleaner
	<input type="checkbox"/> Postal delivery (Christmas – SA)	<input type="checkbox"/> Letterbox delivery
	<input type="checkbox"/> Commission salesperson	<input type="checkbox"/> Telemarketer

## Professional Membership

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1998-2000	HTML Writer's Guild
1998-2000	Internet Industry Association

## Licences and Transport

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- LR – manual (Car since 1990, LR since 1995)
- Own transport available

## Published Articles

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<b>Sole Author</b>	“Changing for the better”; <i>Insight</i> ; Mar 99; 24
	“Renaissance Woman: Amy Longshaw ...”; <i>Work From Home</i> ; Mar 99; 14, 16
	“To ‘Net or not to ‘Net ... and now much will you nett anyway?”; <i>Insight</i> ; Aug 98; 8-9
<b>Co-Author</b>	“GST made Easy”; (with Amy Longshaw); <i>Work from Home</i> ; May-June 2000; 24-25
	“Your computer is the mirror of your soul”; (with Amy Longshaw); <i>Spiritual Links</i> ; Dec 99;
	“Reasons why a good business fails to produce good profits” (with Amy Longshaw); <i>Work From Home</i> ; c. Jun 99; 34

## Professional Skills Overview

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<i>Oral Communication</i>	<ul style="list-style-type: none"><li><input type="checkbox"/> trained in telemarketing techniques<ul style="list-style-type: none"><li><input type="checkbox"/> <i>experienced in direct customer service and sales</i></li></ul></li><li><input type="checkbox"/> clear diction and good vocabulary with excellent grasp of English</li><li><input type="checkbox"/> trained public presenter – seminars, workshops and presentations<ul style="list-style-type: none"><li><input type="checkbox"/> <i>ranked as 'one of the best' trainers in a class of twelve</i></li><li><input type="checkbox"/> <i>attained Distinctions for presentation and group work skills</i></li></ul></li><li><input type="checkbox"/> skilled and qualified counsellor, experienced mentor<ul style="list-style-type: none"><li><input type="checkbox"/> <i>highly praised in "Women in Business" program</i></li></ul></li></ul>
<i>Written Communication</i>	<ul style="list-style-type: none"><li><input type="checkbox"/> typing speed of at least 40 wpm</li><li><input type="checkbox"/> experience in preparing and writing reports – including financial and statistical analyses</li><li><input type="checkbox"/> editor and proof-reader – books and training resource packages</li><li><input type="checkbox"/> prepare documents to pre-press standards using PageMaker 6.5</li><li><input type="checkbox"/> published author of several articles on business and personal development</li></ul>
<i>Web site design and development</i>	<ul style="list-style-type: none"><li><input type="checkbox"/> designing sites since 1998</li><li><input type="checkbox"/> identify specific goals and objectives for site</li><li><input type="checkbox"/> optimise graphics using Photoshop 4, PhotoImpact 5 or CorelDRAW 9</li><li><input type="checkbox"/> develop site copy, including promotional text</li><li><input type="checkbox"/> code site to HTML 4 Transitional standard using Dreamweaver 3 or HomeSite 4.5 (familiar with MS FrontPage 98)<ul style="list-style-type: none"><li><input type="checkbox"/> <i>include cross-browser support features</i></li><li><input type="checkbox"/> <i>develop and use style sheets for consistent formatting, etc</i></li></ul></li><li><input type="checkbox"/> validate and check site code, upload to server, register site</li><li><input type="checkbox"/> monitor performance to improve search engine ranking</li></ul>
<i>Computer Operations</i>	<ul style="list-style-type: none"><li><input type="checkbox"/> able to format hard drive and reload software (including OS)</li><li><input type="checkbox"/> familiar with disk management processes (eg: defragmentation)</li><li><input type="checkbox"/> can set up and modify Internet connection settings (dial up, TCP/IP, browser &amp; multiple POP)</li></ul>
<i>Financial Management</i>	<ul style="list-style-type: none"><li><input type="checkbox"/> establish accounts using M.Y.O.B. <i>Accounting Plus, Version 10</i></li><li><input type="checkbox"/> generate reports on monthly and annual basis</li><li><input type="checkbox"/> track and follow-up Accounts Receivable and Payable as required</li><li><input type="checkbox"/> export information into MS Excel for detailed trend analyses</li><li><input type="checkbox"/> design MS Excel spreadsheets with analytical formulae</li><li><input type="checkbox"/> prepare graphs and summary tables</li><li><input type="checkbox"/> prepare and submit BAS (manual &amp; electronic)</li></ul>
<i>Business Management</i>	<ul style="list-style-type: none"><li><input type="checkbox"/> develop and review business plans, including financial projections</li><li><input type="checkbox"/> establish goals and strategies, monitoring actual performance against projections</li><li><input type="checkbox"/> conduct research on competitors for benchmarking purposes</li><li><input type="checkbox"/> develop and maintain strategic alliances</li><li><input type="checkbox"/> analyse financial information</li><li><input type="checkbox"/> review business activity, including sales and marketing results</li></ul>
<i>Administration</i>	<ul style="list-style-type: none"><li><input type="checkbox"/> computer literate (PC Windows; familiar with Apple environment)</li><li><input type="checkbox"/> experienced with MS Office 95/97 (including Access &amp; Excel)</li><li><input type="checkbox"/> prepare written correspondence for mail or fax distribution</li><li><input type="checkbox"/> prepare quotations for service and product delivery</li><li><input type="checkbox"/> develop and maintain relevant files (manual and electronic)</li><li><input type="checkbox"/> banking, including merchant facility reports and account reconciliations</li></ul>
<i>Other Skills</i>	<ul style="list-style-type: none"><li><input type="checkbox"/> conduct and analyse market research</li><li><input type="checkbox"/> time management – multi-tasking, set priorities, schedule activities</li><li><input type="checkbox"/> familiar with fax and photocopier operations</li></ul>

## Employment in detail

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### Leonie Green and Associates Pty Ltd

2000

#### **Website development consultant**

*This is a national employment agency operating in all eastern States and SA. They specialise in a broad range of employment services including training, job matching and rehabilitation.*

#### **Responsibilities:**

- Modify code in preparation for conversion to emerging standards (XHTML → XML)
- Alter existing "Positions Vacant" page and create two additional pages
- Create PageMaker and PDF files from MS Word documents.
- Validate, check and upload pages using MS FrontPage (as required by existing site)
- Design and author web site maintenance manual for internal use

#### **Reason for leaving**

Contract position for one project. The manual was superseded when I provided specialised training in software-specific site management procedures. When I finished, staff were able to perform a range of site management tasks unsupervised and I was no longer required.

### Sea Eagle Publications

1997-2000

#### **Administration Manager and Partner**

*This enterprise publishes business development texts and training resource packages. It has a national and international mail order distribution.*

#### **Responsibilities:**

- Maintained accounts, including A/R and A/P using M.Y.O.B. and Excel
- Modify accounts and financial systems for GST compliance
- Provided both end-of-month and Quarterly reports
- Provided sales summaries and commission statements
- Prepared both end-of-year and taxation returns
- Assisted in preparing correspondence and publicity materials
- Edited and proof-read manuscripts
- Responded to customer queries over the telephone
- Fill orders, including provision of invoices or receipts as required
- Develop and maintain enterprise web site

#### **Reason for leaving**

This is a part-time casual position with flexible hours.

### Brown Bear Web Works

1998-1999

#### **Sole Proprietor**

*This enterprise initially offered web site development services then expanded its delivery to include mentoring, training and marketing. Clients came from the Northern Rivers, NSW and Brisbane, QLD.*

#### **Responsibilities:**

- Maintained and analysed accounts using M.Y.O.B. and Excel
- Performed all administrative and clerical duties
- Provided service quotations within 24 hours of initial enquiry
- Coded web sites using Allaire HomeSite 4
- Wrote site copy for clients as appropriate
- Assisted clients with developing effective marketing materials

#### **Reason for leaving**

The business idea was sound and I modified my service delivery to suite my clients' changing needs. It experienced a cash-flow crisis due to insufficient sales. I relocated to the Gold Coast to pursue greater customer interest from this region.

**Amy Longshaw & Associates**

**1996 - 1997**

***Administrative Assistant***

*This curriculum development enterprise formerly operated in SA. The proprietor developed accreditation application documents for a range of industries.*

***Responsibilities***

- Attend to all administrative duties, including general correspondence and accounts.
- Responded to customer queries and made appointments for proprietor by telephone
- Prepared and distributed documents as appropriate
  - edited manuscripts and training resource packages
  - negotiated contracts with printers and book publishers
  - contacted retailers to establish and maintain stock orders
- Coordinated publicity and stands at several Expos and Holistic Events

***Reason for leaving***

The position became redundant when the proprietor moved interstate.

**Follow Your Dreams**

**1995 - 1997**

***Proprietor/Consultant***

*This sole proprietorship offered a range of personal development services in Adelaide. It successfully helped many people before I ceased operations due to an interstate move.*

***Responsibilities***

- Managed enterprise, including all administrative duties
- Established and maintained a marketing campaign
- Maintained accurate and confidential client files
- Provided effective personal development support both in the office and clients' homes

***Reason for leaving:***

Ceased trading when I moved interstate for family reasons.

**Projecting Personal Power**

**1995 - 1997**

***Seminar Presenter***

*This partnership offered seminars and workshops in Adelaide, based on holistic concepts. The enterprise ceased operations when the proprietors (my wife and I) moved interstate*

***Responsibilities***

- Administrative duties, including general correspondence and accounts
- Organised venues, including hire and set-up
- Responded to client queries and bookings over the telephone
- Wrote training materials, including handouts and other presentation aids
- Coordinated publicity and stands at several Expos and Holistic Events

***Reason for leaving:***

Relocated to Lismore to pursue increased customer demand from the Northern Rivers.

**Southern Synergy**

**1995 - 1997**

***Executive Secretary***

*This enterprise offered a networking service to holistic practitioners in South Australia. Subscribers received a quarterly Directory through the mail.*

***Responsibilities***

- Contacted enterprises for Directory subscriptions and advertising
- Prepared correspondence and publicity materials
- Coordinated Directory design, production and distribution
- Established client database (MS Access 95) and accounts (manual & MS Excel 97)
- Organised and chaired Management Team meeting, reporting as required
- Managed all accounts to trial balance stage

***Reason for leaving:***

Partnership dissolved two proprietors moved interstate.

## Web Site Development Clients

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- Leonie Green and Associates Pty Ltd** **2000**  
*http://www.leonie-green.com.au/Positions.htm*  
Modified one page and created two others to accommodate the organisation's changing needs. Also created a site maintenance manual for use by staff within the organisation (made redundant when I provided more detailed training to a staff member).
- The Horstmann Technique Pty Ltd** **1998-1999**  
*http://users.bigpond.com/Horstmann*  
Identified site objectives and created site to promote a natural therapy technique. Scanned and optimised photos for site use. Wrote promotional copy. Maintained page promoting new seminars and events.
- TMG Computing** **1998-1999**  
*Site owner uploaded draft version by mistake and did not correct it. Pulled by owner 18 months later.*  
Modified code & wrote new copy. Redesigned site to accommodate enterprise' change of focus from family to business computer services. Created new pages and designed graphics.
- Online Service Providers** **1998**  
*Site pulled when proprietor ceased trading*  
Modified existing site for this ISP. Wrote site copy and created navigation graphics.
- Ho Ho International Restaurant** **1998**  
*Site pulled when service provider ceased trading and restaurant subsequently closed*  
Identified site objectives and created site for Chinese owners. Scanned and optimised photos for site use. Wrote promotional copy.
- Read To Succeed** **1998**  
*Site pulled when owners discovered – after site design completed – that their business name was internationally too popular and already taken as a domain name.*  
Identified objectives and designed site; coded Javascript elements.
- Laurie Armstrong, financial planner** **1998**  
*Site pulled when service provider ceased trading*  
Identified objectives and created site. Scanned and optimised photos for site use. Wrote promotional copy.
- Sea Eagle Publications** **1997 – 2000**  
*http://www.seaeagle.aunz.com*  
Identified objectives and created site. Coded for cross-browser support using Javascript detection. Scanned and optimised photos for site use. Wrote promotional copy. Maintained site, modifying content as appropriate. Created PDF files from Word documents and HTML pages to improve information access. Currently 76 pages (including browser-specific versions for 37 site content pages).
- Merlin's Hill – a place where magic happens** **1998**  
*Site pulled when owners changed activities – became "Sea Eagle Publications"*  
Identified objectives and created site. Wrote copy to promote a range of alternative health services for owners. Modified site content and navigation as range of services expanded.

## References

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Dr Tina Maguire  
*Molecular Biologist, UQ*  
**Personal Reference**  
C/o 12 Bloomsbury Court, Moggill, QLD 4070  
(correspondence to private address)  
(07) 3202 7607 – WORK  
*t.maguire@uq.edu.au*

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Ms Lois Kelly  
*Manager,*  
**Personal Reference**  
*Economic Development Unit*  
Lismore City Council  
(**Verbal Only**) (02) 6622 8147

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Mr Ross Oden  
*Executive Director*  
**Professional Reference**  
Leonie Green and Associates Pty Ltd  
PO Box 260, Southport QLD 4215  
(07) 5591 3233 – WORK  
*ross.odn@leonie-green.com.au*

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