

## Education/Qualifications

January 1986  
to December 1987

***Bachelor of Education***  
**Canberra College of Advanced Education**  
**(now University of Canberra)**  
Belconnen ACT Australia

Tertiary

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July 1984  
to May 1985

***Completed 2 units towards Bachelor of Education (Conversion.)***  
**Kuring-gai College of Advanced Education**  
Lindfield NSW Australia

July 1977  
to June 1980

***Diploma of Teaching (General Primary)***  
**Goulburn College of Advanced Education**  
**(now Charles Sturt University & based in Wagga Wagga NSW)**  
Goulburn NSW Australia

Tertiary

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February 1972  
to December 1976

***NSW Higher School Certificate***  
**Hornsby Girls High School**  
**NSW Department of Education**  
Hornsby NSW Australia

Secondary

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# Work History

September 2000  
to current

## **Director**

### **11th Hour Group Pty Ltd**

Lennox Head NSW Australia

Internet services:

- Static html pages & interactive database solutions
  - Separate public, member and administrative access.
  - Web Companion (CDML) or Lasso (LDML) & served by FileMaker v4x & 5x , and/or Webstar v4.4.
  - JavaScript used to enhance user interfaces
  - WebMaster - setup & maintenance servers
- MYOB Accounts & Company Administration

April 1997  
to August 2000

## **Support, Web, Database and Education Consultant**

### **Private Contracting**

Sydney, Ballina, Yamba then settled in Byron NSW Australia

Systems built or work done include:

- Association Management
- Ecommerce Middle-ware
- Notification and Document Management
- Model Agency Management
- Location Information Database for Film Industry
- Regional Directory and Real Estate systems
- Y2K database (not mine) checking for Telco
- Upgrade to existing systems necessary for the introduction of Australian Tax Reform (GST & ABN)

December 1996  
to March 1997

## **Web & Database Developer**

### **Norlink Initiative**

#### **(Contracted to ICS Pty Ltd)**

East Ballina NSW Australia

August 1994  
to November 1996

## **Web, Database and Education Consultant (on-site)**

### **Optus Communications & Optus Vision**

#### **(Subcontracted via Logical Solutions)**

#### **Private Contracting to Telecommunications Industry**

North Sydney & Chatswood NSW Australia

- Business-Critical Publishing, Database and Web developments.
- Training & support for help-desk team supporting over 4,000 Mac users
- Support via call centre and 1:1 followups
- Training, courseware and installation of range communication technologies.
- Competency Based Training
- Prototyping & Support of online & CD based training, testing & accreditation systems & integration with Human Resources

October 1991  
to September 1994

## **Training & Development Consultant**

### **Logical Solutions (AppleCentre Sydney)**

#### **Training Centre**

Sydney NSW Australia

- Classroom hardware and software training
- Trainee followup
- Courseware Design
- Helpdesk support
- Needs Analysis
- Presentation development
- Database development
- Provide short/long-term on/off-site consultancy services for individuals, business and government clients

June 1991  
to September 1991

**Programme Services Coordinator**

**NSW Dept of Community Services**  
**Mainly Warringah Developmental Disabilities Service**  
Collaroy NSW Australia

Management, coordination, quality control and extension of client programme services:

- 3 Adult Training Centres
- 12 Permanent & 4 Respite care homes
- Recreational & Community staff support
- Recruitment, selection, induction, promotion, transfer, relief, professional development, appraisals & termination of staff.
- Budgets management & purchasing authorisation
- Member of the Service Management Team
- Policy and Procedure Development

Supervision of 11 - 50 staff

Severely & Profoundly Multiply Handicapped Children & Adults

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May 1989  
to May 1991

**Self Employed Consultant**

Canberra ACT Australia

- Bookkeeping
- Basic Administration
- Office Systems development
- Software/Hardware evaluation
- Macintosh training
- Individualised consultancies
- Database design for market research surveying

Clients include:

- Computerland, Canberra
  - Avanté, Canberra
  - AppleCentre, Canberra
  - MacLaser, Canberra
  - Q Research & Marketing
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May 1987  
to January 1988

**Office Manager, DTP Production Assistant & Education Officer**

**MacLaser**  
**Macintosh Computer Consultants**  
Canberra ACT Australia

Administration:

- Customer Liaison & Reception
- Bookkeeping
- Office Management

Computing:

- Layout & Design of a range of A4 & B5 Newsletters, Books, Reports, Forms, Posters, Stationery, Business Cards
  - Individualised & customised Mac Training
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May 1985  
to April 1991

**Special Education Teacher & Vocational Skills Coordinator**

**ACT Schools Authority**  
**Koomarri Special School**  
O'Connor ACT Australia

- Vocational Skills Coordinator (Faculty)
- Computer Teaching across curriculum areas
- Teaching Recreational, Social, Personal, Daily Living and Vocational Skills within the school and community settings
- Individualised program design and implementation
- Overseeing the welfare and educational needs of a homeclass
- Development of school-based curriculum and evaluation tools

Coordination of 1-10 staff

Profound to Mildly Multiply Handicapped students aged 11 - 21 yrs

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March 1984  
to May 1985

**Special Education Teacher**  
**NSW Department of Education**  
**Karonga SSP (Epping)**

Classroom teacher of Severely & Profoundly Multiply Handicapped students aged 3 to 11yrs  
Supervision of Aides, Physios, Occupational Therapist programmes

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February 1982  
to March 1984

**Special Education Teacher & Researcher**  
**Commonwealth Schools Commission**  
**Markaling School Project**  
Gladesville NSW Australia

Researched, Developed, Implemented:

- Age Appropriate and Functional programs
- Data-Based instructional methods
- Behaviour Modification Techniques

Supervised:

- Programs for Nursing Caregivers
- Kuring-gai Spec. Ed. students
- Macquarie Uni Spec. Ed. Masters students

Delivered lectures on Research Techniques to professional and student audiences

Located inside Gladesville Hospital - Psychiatric & Retardation.

Adolescents previously receiving no educational services.

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March 1981  
to December 1981

**Special Education Teacher**  
**Lorna Hodgkinson Sunshine School**  
Gore Hill NSW Australia

Offered year of work after Jul'80 relief.

Used DISTAR (Direct Instruction) Reading, Language and Maths programmes

Moderate-Severely Intellectually Handicapped Adolescents.

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August 1980  
to March 1981

**Clerk/Typist**  
**Dravo Australia**  
**(Construction Co.)**

St. Leonards NSW Australia

- Typewriter 80wpm, Telex, Wang WP
  - Reception & PABX Switchboard
  - Relief for Travel Manager, Purchasing, Contractor Timesheets
  - IBM Photocopier Training
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December 1976  
to February 1977

**Sales Assistant**  
**Westfield Plaza**  
**Glasswear store**  
Hornsby NSW Australia

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May 1975  
to May 1977

**Cook & Shop Assistant**  
**MacDonalds Restaurants**

**Part-time & Full time**  
Waitara NSW Australia

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## Awards & Achievements

current **FileMaker Pro Solutions Alliance Member**  
**FileMaker Inc**

Proficiency: Expert Solutions Developer

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October 1984 **1984 AGSSOMD Prize Recipient (Category C)**  
**Australian Group for the Scientific Study of Mental Deficiency (NSW)**  
Sydney NSW Australia

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August 1988 **St Johns First Aid Certificate (Advanced): Expired**  
Canberra ACT Australia

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May 1989 **Son: Thomas Lyndsay Doyle**  
**Born Woden Valley Hospital**  
Woden ACT Australia

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August 1993 **Daughter: Rebecca Elizabeth Doyle**  
**Born Royal North Shore Hospital**  
St Leonards NSW Australia

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October 1998 **Daughter: Catherine Ann Doyle**  
**Born Byron Bay Hospital**  
Byron Bay NSW Australia

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