

Curriculum Vitae

Adrian Beacham

Employment Aug 2006 - Current Tenix Defence / BAE Systems Mawson Lakes SA

Technical Author

My employment at Tenix required all of my previous skills to author and edit technical manuals for a major defence contract. Tenix was acquired by BAE Systems Australia in June 2008. My position involved reading engineering documentation and presenting it in a readable format for end users. The level of readability was to be presented at year 12 level and was tested using the Flesch-Kincaid readability scale. My previous mechanical knowledge and aptitude, and qualifications in training and assessing made this position an easy transition.

During my employment I was often tasked with vehicle systems of a complex nature, where my mechanical skills were best utilised. These systems included, but were not limited to the power pack (engine and drive line), hydraulic systems, braking system, and engine diagnostic units and operation.

A requirement of the position was also to provide a graphical representation of the component to highlight operation or tasks to be completed. With the aid of the illustration team, suitable graphics were commissioned with the end result being a highly graphical and understandable document.

Often some discrepancies or errors were found in the information presented for use and in these cases, consultation with engineers and discussions about the problems often ended up in the issue being modified or resolved. At other times, changes to the engineering of the equipment needed to be implemented through out the various manuals.

Safety is always a primary concern in any position I have held. This was also of primary concern in the manuals and where necessary, warnings and cautions were used to identify any safety issues for the users of the manuals.

I also volunteered as a fire warden and actively participated in safety and fire committee meetings and training days.

June 2001 – Aug 2006 Xavier College Gawler, SA

Network Manager

The position of Network Manager required me to perform several different tasks. Primarily the position involved the maintenance and management of network resources and efficiency. In doing this I was required to research, design and implement technological changes whilst maintaining minimal interruption to the network efficiency. One of the changes I had researched and implemented was the inclusion of a wireless network that maintained the optimal amount of security. I also created a CD server and network file storage by utilising open source software. In addition to this I was instrumental in the inclusion of thin client and terminal services in the college network.

Another vital part of my position was to establish and maintain business relationships with several suppliers for purchasing infrastructure for use on the network. This included the accounting of IT purchases in addition to maintaining an up to date asset register.

Through thorough research and analysis, antivirus strategies and software updates allowed consistent use of the network with a total downtime of 1 hour for 3 users during my appointment.

This all created the need for updating staff on the changes. In most cases I had created user manuals for staff to use to assist them in the new technology and trained both teaching and support staff in the use of any new technology introduced.

As the network relied heavily on my abilities, there was a constant need to develop specialist software to assist in the maintenance of the multitude of tasks that was performed on a daily basis. Several scripts and applications had been written by me, to carry out tasks such as network backups, creation of multiple user accounts, setting up of directories and setting access control lists specific to group and individual users. The backup program and strategy

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had 99.9% accuracy since its inception, and was fully documented for future use.

In addition to my role of Network Manager, I also volunteered and accepted the role of Occupational Health Safety and Welfare Representative for non-teaching staff. I held this position for 4 years and was constantly asked by staff for opinions on safety issues and concerns. I also volunteered as a fire warden within the college and actively participated in safety and fire committee meetings. As part of my duties in these voluntary positions I was required to undergo some training.

1999– June 2001 Xavier College Gawler, SA

Webmaster (Contract)

I was initially contracted to redevelop the Colleges Intranet and Internet websites. The redevelopment of 2000 pages of information involved the total reconstruction of the underlying structure to reduce multiple copies of information. As part of the restructure, CGI scripting was included to assist in searching and a database was created to maintain up to date information on the curriculum requirements for each key learning area. When the reconstruction was completed, it improved site efficiency and reduced the entire size of the site from 500Mb to 150Mb, whilst including an extra 350 pages of information.

Once the restructure was completed, my role was to maintain and update site information and research curriculum information for the staff in regard to the learning areas.

1996-Current A J Beacham's Web Development Glynde, SA

Director

After deciding to undergo a career change to Information Technology (IT) I found myself constantly being asked to assist people in computer related issues. This saw the need for me to start my own business in IT. Through this business I have performed all aspects of IT relating to home and small business users including system support, web site creation, hardware repairs maintenance and training. In some cases there was a need to create documentation or a multimedia presentation to assist the clients in performing their daily tasks. I was often complimented on my ability to explain complex tasks in a user friendly manner.

1996–2000 Adelaide First Aid Driveshafts Prospect, SA

Director / Company Secretary

As a partner in this Proprietary Limited business I was mostly involved in the daily office and business functions. These tasks included payroll, OHS&W issues, stock ordering and invoicing and account management. I was often called upon to assist in mechanical issues and customer relations. When clients needed to be informed of the vehicle requirements or action that was required to render the vehicle safe.

1986–2000 AJ's Automotive Glynde, SA

Director

Originally I started this business as a sub-contractor to a local mobile mechanical company. In 1990 I decided to leave the sub-contract and start as my own identity. The business involved all aspects of motor vehicle mechanical repair and servicing. Time management was also an integral part of running this business along with parts ordering and financial management. The popularity of my service increased to the extent where I found the need to engage MTA Group Training Scheme apprentices to assist in the excessive amount of work I was undertaking. Providing these apprentices with the information and experience I had gained over the years was extremely fulfilling to me. Feedback from my clients was reflected in the positive referral from my existing clients to new clients.

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1976 to 1986 Department of Defence (Army) Various Locations

Mechanic/ Vehicle Inspector

Having undertaken an apprenticeship in the Army I was trained in all aspects of vehicle repair. From various postings throughout South Australia and Victoria I was constantly being trained in different vehicle systems and repair techniques. I completed a heavy vehicle repair course (Subject IV CPL) where I was trained on heavy vehicles and construction equipment. I completed further training on the Mack and Unimog vehicles whilst posted to 31st Supply Btn Albury / Wodonga where I was employed as an equipment inspector. This position required me to inspect and report on vehicles and equipment prior to issue and recommend action in regard to repair, storage or rendering the equipment unserviceable. Apprentices were often assigned to assist and undertake training with myself and other qualified mechanical engineers within the unit.

Whilst posted here I was also involved in repair, service and inspection of the M113 armoured personnel carrier and associated configurations. I found this experience valuable to me and was able to draw comparisons to other equipment in service at that time.

1976 to 1986 Department of Defence (Army) Various Locations
(Continued)

One issue I was instrumental in was the inspection of 30 KVA generator sets that were recently introduced for service. There were several mechanical, electrical and safety issues that needed to be addressed. Working with the unit electrician, numerous RODUM's (Report On Defective Unsatisfactory Materials) were written outlining individual problems and all 35 of the new items were grounded pending an investigation. Whilst this seemed to be a major issue I was commended by my Commanding Officer and the Director General of Electrical and Mechanical Engineers (DGEME) on my astuteness and attention to detail.

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Education

BAE Systems / T.I.M.E	Mawson Lakes, SA
Diploma in Training and Assessment (Currently Completing)	
Xavier College	Gawler, SA
Fire Warden Training Occupational Health & Safety Representative Training	
Comskil	Adelaide, SA
Certificate IV Workplace Trainer and Assessor.	
TAFE SA	Adelaide, SA
Diploma in Information Technology. (Networks and emerging technologies)	
Ngapartji Multimedia Centre	Adelaide, SA
Visual Design for Industry Flash 2d Animation	
Eastside Training and Development	Norwood, SA
Desktop Publishing, HTML authoring, Advanced HTML	
AJ's Automotive	Glynde, SA
Numerous trade update courses including Gas conversion, SRS Airbag systems, ECU Testing and diagnosis, ABS braking Systems	
Dept of Defence (Army)	Various Locations
Mack/Unimog Repair Heavy vehicle Repair (Subject IV Cpl) International Harvest (Numerous Construction repair courses)	
Army Apprentices School	Balcombe, VIC
Trade Certificate Motor Mechanics	
Murray Bridge High School	Murray Bridge, SA
Completed Year 11	

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Experience Project Management

My experiences in the Defence Force and private industry have provided me with knowledge of time management procedures and project management skills. Included in this are Y2K strategies for local companies and re organisation and restructuring of Adelaide First Aid Driveshafts business systems. During time spent in the Defence force, I was also instrumental in the introduction of new equipment to service and management of service schedules. More recently my management skills have been useful in planning and introducing new technology to the Xavier College computer network. A vital part of the project management was the research and reporting to the principal of proposed changes and providing costing and comparisons, as well as the transition to the newer technology.

Business Management

During my employment, I have been involved in several businesses in some capacity. I have always maintained a strong focus on customer service, whilst also keeping employees issues at hand. Business associated tasks I have been involved in include payroll management, inventory control, account control, finance and general business management.

Training

I have always been involved in the training and development of other individuals. Part of my duties in the Defence Force was the training of other apprentices and peers. Since then I have been involved in some corporate training as well as individual training in the Information Technology field. Writing technical manuals was also another form of training where the information needed to be communicated to users in a readable format that was easily understood.

Documentation

The types of documentation I have been responsible for varied between my different positions. As a technical author, documentation was targeted at a specific audience. In my position as a network manager, the creation of suitable documentation was a requirement of my position to assist in asset purchases as well as end user manuals. I had also created training manuals and technical references regarding changes and updates within the IT infrastructure in addition to some online tutorials to assist in some basic hypertext mark up language, database creation and Microsoft Office functions and operation.

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Software

I am conversant with, and have had experience using the following software applications.

Linux

Most versions of Linux including Open BSD, Redhat, Fedora, Debian and Caldera. This includes packages such as Samba (File sharing), Squid (Proxy Server), Apache Web Server, Exim and Sendmail (Mail servers) as well as shell scripting Perl programming and some PHP programming.

Microsoft

Office 95, 97, 2000, XP, 2003 and all associated packages, Visual C++ 6.0, Visual Basic 6.0, Visual Studio, Project 98, Windows NT 4.0 Server, .Windows 2000 server, Windows 2003 Server, Terminal Services & Thin Client technology, Internet Information Server, Proxy Server, Site server. MS DOS 6.0 Windows 3.1, 3.11 for workgroups, Windows NT 4.0 Workstation, Win 95, Windows 98, All Windows installed applications

Miscellaneous

Framemaker, Photoshop, Photoshop Elements, Acrobat, Pagemill, Premier, Flash , Dreamweaver, Director, Fireworks, 3d Max, Intuit Quick Books 4.0 to 2007, MYOB (Basic knowledge), Lotus Smartsuite

Interests

Music, gardening, carpentry, computers, auto restoration, photography, graphic design, programming, fishing & golf.

Referees

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