

# Martin Forster

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## Introduction and Career Objectives

I am currently in my first year Bachelor of Commerce majoring in Accounting and Financial Planning, recently also completing Diploma of Accounting. I am looking for a position in accounting and finance where I can utilize my skills and abilities effectively by putting my learning into practice, making a contribution, learning and growing with the company in the process. I am eager to learn, and excited about beginning my career in this dynamic industry.

## Key Skills

### Communication and teamwork

Able to communicate effectively in a professional business manner and as a member of a team. Strong written and verbal communication skills acquired through study and work.

### Ability to meet deadlines and work under pressure

While studying as a fulltime student and working as a currency strategist has given me the time management skills to multitask and work under pressure. I am driven to meet deadlines while maintaining accuracy, and have never been late with an assignment.

### Enthusiastic, hard-working and eager to learn

Reliable and trustworthy, with a strong work ethic and values. I am ambitious, enthusiastic and talented individual with a flair for detail.

### Technical skills

Strong technical proficiency in MYOB

- MYOB Accounting- Preparing trial balances, journal adjustments, income and balance sheet statements.
- SAP applications, providing the capability to manage financial, asset, and cost accounting, production operations and materials, personnel, plants, and archived documents.

Microsoft Office 2010 with some experience with QuickBooks.

- Microsoft Word- Letters, memos, reports, faxes and schedules
- Microsoft Excel- Spreadsheets, graphs, charts, budgets
- Microsoft Publisher- Flyers, business cards and newsletters
- Microsoft PowerPoint- Presentations, animations and reports
- Microsoft Access- Creating client data bases and mail merges
- Microsoft Outlook- Emails, agendas and schedules

## CAREER HISTORY

### **October 2014 – Present**

SNP Security

Control Room Operator

Responsibilities:

- Ensuring that the surveillance monitors are observed and monitoring all fire alarms within the facility
- Monitoring visitors and answering public enquires
- Providing security tapes for Queensland Police Service when directed by Brisbane City Council

- Handling of all emergency calls to be connected to triple 000
- Monitoring the movements of Brisbane City Council personnel by using the CARDAX System and GPS Location devices with TrakZeon

### **2008 – Jan 2011**

Queensland Fire and Rescue Service, Mount Isa, Queensland

Fixed System Technician

Commenced as a Extinguisher Technician. In 2009, transferred to Fixed Systems Technician

*As a Fire Systems Technician -*

Responsibilities:

- Abiding by policies and procedures in relation to occupational health and safety
- Testing fire indication panels, test sprinkler and deluge systems and maintaining pump sets for these types of systems
- Testing gas systems
- Testing hydrant systems and hydrants
- Producing spread sheets with Excel
- Providing PowerPoint presentations on hydrants
- Reporting any systems that have failed Australian Standards

*As a Extinguisher Technician –*

Responsibilities:

- Servicing fire extinguishers to the Australian Standard 1851
- Pressure testing of fire extinguishers
- Certifying CO2 Cylinders

### **2005 - 2012**

Securecorp, Mount Isa, Queensland

Security Control Room Operator, Mount Isa Mines

Commenced as Static Guard, Mount Isa Mines. In 2004, promoted to Security Control Room Operator, Mount Isa Mines

*As Security Control Room Operator, Mount Isa Mines –*

Responsibilities:

- Ensuring that the surveillance monitors are observed and monitoring all fire alarms within the facility
- Monitoring visitors and answering public enquires
- Supervision of 20 staff on shift
- Monitoring the movements of Xstrata personnel by using the CARDAX System
- Providing access for Xstrata personnel on and off the site
- Handling of all emergency calls to be connected to triple 000
- Handling emergencies that require Mines Rescue
- Providing security tapes for Queensland Police Service when directed by Xstrata

*As Static Guard, Mount Isa Mines –*

Responsibilities:

- Entrance and exit procedures as set by Mount Isa Mines

### **PRIOR:**

- Tilers Laborer, Hutchinson Builders, Brisbane, Queensland (10 Months)
- Geospatial Imagery Intelligence Analyst– Aircraftman, Royal Australian Air Force, South Australia (4 years)

## QUALIFICATIONS / COURSES

### *Currently Enrolled*

- Griffith University  
Bachelor of Commerce Degree, Accounting and Financial Planning

### *Completed*

- Tafe Qld - Diploma of Accounting – June 2014
- ITP Tax Preparation Course and the use of HandiTax software 2012
- Fire Protection Australia - Certificate 2, Asset Maintenance – 2012

### *Completed*

- Queensland Fire and Rescue Service - 2009
  - Operate breathing apparatus (open circuit)
  - Apply Risk Management Processes
  - Participate in a Rescue Operation
- Queensland Fire and Rescue Service - 2009
  - Undertaking Road Accident Rescue
  - Operating Pumps
  - Responding to Isolated /Remote Structure Fire
  - Applying First Response Firefighting Procedures
  - Preparing, Maintaining and Testing Response Equipment
  - Prevent Injury Respond to Wildfire
  - Following Defined Occupational Health and Safety Policies and Procedures
  - Operating Communications Systems and Equipment
  - Render hazardous materials incidents safe
  - Employ personal protection at a hazardous materials incident
  - Confine Small Workplace Emergencies
  - Conduct Safety and Health Investigations

- Krause Health and Safety PTY LTD – Certificate 3, Metaliferous Mining Operations – 2008

- S.S.A.A – Firearms Safety – 2008

- Tafe Qld - Service Safety Inspection and Testing of Electrical Equipment no. 526301 – 2007

- Secta Training Academy, NSW – Certificate 2 Security - 2001

### *Memberships*

- Student Member of Institute of Public Accountants
- Member of The Institute of Certified Bookkeepers
- Student Member of the Australian Technical Analysts Association
- LinkedIn Profile

## COMPUTER KNOWLEDGE

- SAP
- MYOB
- Quickbooks
- MS Windows – 2000, ME, XP, Vista, 7, 8, 8.1
- Word, Excel, PowerPoint, Outlook, Internet
- Maya 3D
- 3D Max
- Adobe After Effects
- Adobe Dreamweaver CC
- Photoshop
- Unity game engine
- Python
- Pearl
- Java
- Cinema 4D

## INTERESTS

- Investing
- Graphic designing
- Building computers
- Reading

## REFEREES

### Professional

- John Bolger, Acting Assistant Commissioner, Chief Superintendent, Queensland Fire and Emergency Services,  
07 4938 4894  
0427 384 894  
[john.bolger@dcs.qld.gov.au](mailto:john.bolger@dcs.qld.gov.au)
- Ross Jensen, Manager Fixed Systems Technician, Queensland Fire and Rescue Service,  
0427 100 321
- John Harris, BAO, Queensland Fire and Rescue Service,  
0401 742 149