

# NICK RADOVICH RESUME

➤ Perth, Western Australia



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## SKILLS

Leadership

Communication

Adaptability

Collaboration

Creativity

Time Management

Project Management

Problem Solving

Critical Thinking

Handling Pressure

## EDUCATION

### DIPLOMA SPORT & RECREATION MANAGEMENT

TAFE Queensland - 2018

### DIPLOMA EVENT MANAGEMENT

TAFE Queensland - 2018

### DIPLOMA MULTIMEDIA

TAFE WA - 2009

### LEVEL 1 COACHING

Basketball WA

## ABOUT ME

I am a **sport & recreation** and **event management** graduate, elite wheelchair basketball **athlete**, and a freelance **multimedia developer**. I demonstrate high-level **communication, team work** and **leadership** skills. I possess an excellent ability to **adapt** to all challenges that I encounter.

## EXPERIENCE

### BUSINESS SUPPORT OFFICER

*Department of Social Services, Queensland State Office*

*August 2015 - September 2017*

- Administration skills
- Fleet, conference room and facility management
- Greeting and escorting internal & external stakeholders
- Payment processing
- Manage organizational email communication
- Incoming call & switchboard management
- Support state manager
- Project Management
- Coordinate projects and communications between state & national offices
- Coordination of accommodation moves
- Member of various committees
- Records management (TRIM)
- Creation & management of Word & Excel documents
- Mail management

### SPORT & RECREATION ASSISTANT

*Mt Warren Sports Centre & Sporting Wheelies and Disabled Association*

*March 2018 - December 2018*

- Event Coordination & Project Management
- Event Marketing & promotion
- Opening & Closing procedures of facility
- Customer Service
- Incoming call management
- Bump in and Bump out of Events
- Set up Facilities for variety of Sporting Events
- Booking Management
- Risk Management checks and processes
- Venue Management

## SPORT ACHIEVEMENTS

NWBL 2007 – 2018

QAS Scholarship Holder –  
2014 – 2018

Senior Australian Squad –  
2009 – 2017

2013/14 Season Spanish  
League

Fazza Tournament (Dubai)

Australian D-League All star 5  
& MVP

Under 20s National  
Champions 2009 & 2010

Australian Youth Paralympic  
Games 2009 – Athlete of the  
Games

U23 World Championships  
(Paris) 2009 – 4<sup>th</sup>

Kitakyushu World Club  
Championships (Japan) – 2008,  
2010, 2011

## COMMUNITY

### INSTRUCTOR

Wheelchair Sports WA

Wheelchair Basketball  
and Disability Awareness  
Program for schools and  
corporate groups

### HEAD COACH

Under 14 & Under 21

State Wheelchair  
Basketball Teams

## REFEREES

### Nick Hardy

TAFE Queensland  
(07) 3244 5427

### Christopher West

Dept. Social Services  
(07) 3037 4538

## EXPERIENCE

### GAMEDAY & EVENT ASSISTANT

*Brisbane Bullets Basketball Club*

*July 2018 – December 2018*

- Event Bump in and out
- Membership assistance
- Accreditation, volunteer & referee management
- Logistics management

### ADMINISTRATIVE ASSISTANT

*Medical Synergies*

*August 2012 – January 2013*

- Incoming call management
- Customer Service
- Administration skills
- Greeting & escorting clients
- Creation & management of Excel & Word documents
- Client systems management
- Graphic design

### FREELANCE MULTIMEDIA DEVELOPER

*Nick Radovich Designs*

*January 2010 – Present*

- Graphic Design
- Client management
- Project planning & management
- Web design
- Video creation
- Adobe Creative Suite

### ARTROOM ASSISTANT

*B&S Printing & Photo Hendriks*

*October – December 2010*

- Uploading & downloading photos
- Assessing suitable images/artwork for print
- Photo & artwork correction
- Maintaining spreadsheets
- Package artwork for distribution
- Exposure of entire printing process
- Logo & business form design