

CV BRYAN SPONDRE

9e, 36 Day Street, Newton, Auckland 1010 0274 826 341

bryan@luminesce.biz

What I Offer

Since 1999 I have provided technical and project support to small businesses and not for profits.

The services I provide include:

Project resource

- Analyzing and documenting client requirements and preparing scope of works.
- Preparation of budgets.
- Project managing teams to develop a plan and achieve objectives.
- Securing funding for commercial and not for profit projects.
- Strategizing and writing funding applications to philanthropic organisations.
- Strategy development and presentation at local and national level.
- Capability development plans for submission to government agencies.
- Writing policy and procedural manuals including designing of flow charted processes, forms and documentation.
- Presenting proposals and facilitating discussion.

Technical resource

- Financial management and reporting including budgeting, cashbook maintenance, GST returns, funder accountability tracking and reporting.
- Website and webserver management.
- Design and building websites for commercial and not for profit clients
- Photography and design.
- I.T. support including acting on behalf of small businesses for project management.

Qualifications

- Auckland University - Bachelor of Visual Arts (Photography) 2005
- Manukau Institute of Technology - New Zealand Certificate Engineering (Electrical) 1988

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Self-Employment

I have been self-employed since 1999 servicing clients in education, the arts, engineering, veterinary pharmaceuticals, social services and financial services. A representative selection of clients:

Agrihealth

“AgriHealth specialises in marketing veterinary medicines, especially for production animals.”

- Providing I.T. support to their team of sales, management and administrative staff including laptops, desktops, smart phones, networks and
- Conference photography and design of animated presentation for marketing and sales.

Creative Compliance

“Industry safety training and compliance consulting.”

- Acting on behalf of client, as technical advisor, to work with web hosting providers, software development contractors and marketing personnel to ensure that online training resource is implemented in a timely manner.

Better Blokes Auckland

“A not for profit working with men who have experienced childhood trauma.”

- Researching, planning and writing funding applications that have secured increased funding for the trust (increase of 100% in charitable foundation grants excludes government contracts over the last three years)
- Develop and documenting a strategic plan for the next five years that aligns with government objectives.
- Writing an operational manual and developing procedures that satisfy the requirements of the Ministry of Social Development Level 4 auditing requirements.
- Preparing and monitoring project and annual budgets.
- Preparing cashbooks, GST returns, working with auditors and accountants and writing financial reports for presentation to the board of trustees.
- Writing accountability reports to submit to funders.
- Working with consultants to develop organizational capability.
- Developing new systems and procedures to track outcomes.
- Working to implement new database systems including Access and Paura Software.
- Initiation, design and implementation of projects.
- Developing website, social media and managing IT systems.

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University of Auckland Liggins Educational Network (Full time August 2011 – January 2012)

“Bringing schools’ teachers and students into contact with scientific research communities.”

- Built a website for the Liggins Educational Network.
- Developed examples of e-Books re-using existing static PDF content.
- Developed examples of Flash animated diagrams and charts re-using existing static PDF content.
- Managed the replacement of a classroom of lab computers.
- Coached other staff in use of graphic design tools in Adobe Creative Suite.

Itech Group

“Supplying industrial software and hardware solutions.”

- Designed and built a replacement website.
- Advised Itech Group customer on how to use social media to promote their business.
- Completed a detailed written proposal with costing’s.

Interest Dot Co NZ (Full time November 2006 – November 2009)

“Publishes interest rate comparatives and financial data for companies to access.”

- Developed daily video news service; sourced autocue and editing software, lighting and chroma-key technology to allow inclusion of expository charts.
- Developed Adobe Flash player for the home page to allow inclusion of subtitles and charts.
- Developed an animation technique to include charts in presentations using an XML data feed.
- Researched and recommended a dedicated hosting option when website traffic increased. Migrated website to new host.
- Integration of a Wordpress blog when news format changed to blog based format. Set up Google Analytics to track the blog and main site.
- Expanded the video delivery capabilities to include a Flash video hosting service., podcasts from iTunes and YouTube video embeds for the Wordpress blog.
- Developed site traffic using social media techniques; relationship building with popular NZ blog publishers to encourage quotes/links to site content and making use of Facebook and Twitter.
- Installed a server to cope with the rapidly growing traffic; a VMWare ESX solution that could be up scaled easily, negotiated a contract to fit the business needs.
- Set up a studio with high quality lighting and video equipment for online video service.
- Developed procedures for regular search engine and user optimization of the website.

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TransNet

“TransNet offers products to the Electrical Distribution, Transmission, Rail, OEM and Wholesale industry.”

- Conceptual design, photography and copywriting for a 16 page brochure.

Ponsonby Instant Finance

“Instant Finance Ponsonby has many experts standing by to work on your financial services or money lender’s needs.”

- Copy writing and photography for brochures, posters and billboards.

Taranaki Pioneer Village

“Taranaki Pioneer Village offers a nostalgic stroll through the life of Taranaki pioneers in the nineteenth and twentieth centuries.”

- Responded to their tender to develop a conceptual plan for an exhibit hall presenting the past and future of electricity generation and reticulation in New Zealand.
- Assembled a team of three specialists in museum and graphic design to scope and price the proposal.
- Presented the proposal to their board and secured the contract.
- Assembled a team of a museological consultant, graphic designer, architect, lighting designer, network engineer and exhibit designer.
- Undertook stakeholder and focus group consultations.
- Developed conceptual plan including designs, budgets and cost benefit analysis.
- Presented to major funders and secured funding for their feasibility study.

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Electricity Supply Industry

Counties Power

Manager – Fault Response Team and Control Room – 2 years

- Managed staff of 7 fault response technicians and control room.
- Developed a proposal for an Integrated Customer Information System, Geo-spatial Information System and System Control & Data Acquisition System.

Project Engineer – 1 year

- Designed and implemented underground cable reticulation projects, including distribution transformer upgrades.
- Project managed the upgrade of the earth systems of some distribution transformers to improve fault performance.

Auckland Electric Power Board (now Vector)

Design Engineer – 3 years

Designed and managed overhead to underground to underground reticulation conversion projects.

Project Manager – 3 years

Managed a number of projects including the upgrading of the Auckland central business district from 6.6 to 11kV.

Trainee Technician Engineer – 3 years

Trained as a technician engineer and completed a New Zealand Certificate of Engineering (Electrical).

Character Referees

Stephen Prendergast 021 466 247

David Passell 021 356 400