

## Summary

Innovative, results-oriented individual who delivers a wealth of business and project management skills as well as experience coupled with an enthusiasm for technology to provide support, implementation and training.

Driven to deliver the best possible outcomes on every project she undertakes, Caryl is a clear thinking problem solver whose practical solutions are always tempered with a good understanding of the underlying objectives and the people involved. While capable in many areas, Caryl's particular strengths lie in developing and creating online learning and training for various sectors and levels.

Caryl pioneered the introduction of mobile learning into Australia, managed two organisations out of financial difficulty, delivered the Fencing events at the London 2012 Olympics and Paralympics and has recently completed construction of a complete teacher training intranet for a charity organisation.

Caryl is an active fencer having represented Australia and now Great Britain. An Australian, Oceanic and Commonwealth Champion, Caryl is still striving to win a World Championship!

## Skills

- Business management
- Project management
- Online learning solutions
- Self-motivated
- Strong verbal communication
- Bi-lingual (French/English)
- Good people management
- Work to deadline
- Association administration
- Instructional design
- Planning and implementation
- Working with SharePoint

## Work History

### **Achievement for All**

*E-Director : Newbury, Berkshire : February 2013 – October 2015*

- Lead Technology Project, the key outcome of which is The Bubble; an innovative intranet designed to deliver online Professional Development to teachers in schools registered to the programme
- Conceived, designed and constructed The Bubble with commercial development potential
- Introduced online learning to organisation and developed training materials to enable the provision of content for The Bubble learning units
- Underpinned development of relationship with Microsoft to create global teacher training on Microsoft products

### **LOCOG**

*Fencing Services Manager : London : December 2010 – September 2012*

- Responsible for the delivery of the Fencing and Wheelchair Fencing events at the London 2012 Olympics and Paralympic Games
- Organised and managed some 500 volunteers, 100 technical officials and liaised with 102 functional areas within LOCOG providing support services for the events
- Managed all facilities and personnel in back of house at venue leading up to and during the Games
- Liaised with International and National sporting bodies

## ***caryloliver.com***

*Managing Director : Melbourne : August 2005 – December 2010*

- Own consultancy providing varied services and project management to a range of organisations
- Invited to act as CEO of Triathlon Victoria to restructure organisation and rescue from financial difficulties
- Project manager for TAFE Development Centre Coaching and Mentoring Programme
- Research projects for Education Services Australia on mobile and e-learning development

## ***William Angliss Institute of TAFE***

*Manager, Tourism Department : Melbourne : August 2000 – August 2005*

- Rebuilt departmental staff morale and self-esteem after significant management churn within an 18 month period
- Addressed financial structures and systems, and re-established status of department within College - \$4m turnover
- Ensured all courses were filled, passed external quality inspection - managed 38 teachers, 5 co-ordinators
- Promoted to Acting Director Teaching and Learning for 9 months - \$12m turnover, 12 direct reports, 150 staff and teachers
- Introduced mobile learning to College and Australia

## ***Australian Reservation Service***

*Managing Director : Melbourne : November 1981 – August 2000*

- Own business created and built with partner to provide centralised booking service for visitors to Australia
- Contracted by City of Melbourne to manage visitor information services for City and State of Victoria
- Created Auscomm, an online inventory and booking system for small accommodation providers - forerunner to 'last minute.com', etc..

## ***Affiliations***

- Board Director, British Fencing : 2014 – Current
- Founding Director, International Association for Mobile Learning : 2006 – Current
- Member, International Fencing Federation Veterans Committee : 2008 – Current

## ***Accomplishments***

- Concept and creation of The Bubble – intranet online learning for Achievement for All, 2014
- Spectacularly successful fencing events at London 2012 Olympics and Paralympics
- Organiser and Chair of International Mobile Learning Conference : Melbourne 2007
- Flexible Learning Leader Scholarship : 2004
- Winner of two Australian Tourism Awards for Tourism Marketing : 1987, 1989

## ***References***

- Keith Bullen, COO, Achievement for All
- Hilary Philbin, Fencing Manager, LOCOG
- Helen Smith, Director, Education Services Australia

*Contact details supplied on request.*

---