

SIMON HRYSZCZYK

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SUMMARY

Vast experience in both customer relations, sales and coaching combined with excellent administrative skills and a positive can-do attitude. Being a natural born athletic competitor, I have developed the ability to quickly adapt to new situations and collaborate successfully with people from all walks of life. Having already acquired professional experience (including soccer coaching, refereeing and managerial) in the USA, Europe and now Australia, I am still eager for more responsibilities in the Australian workplace and to further develop my skills to bring my enthusiasm and professionalism.

VALID AUSTRALIAN LICENCES/TRAINING

- NSW Drivers Licence Class C
- NSW Working With Children Check WWC1403502E
- FFA C Licence
- HLTAID003 Provide first aid / CPR
- PBTR - Child Protection
- PBTR Harassment & Discrimination

ACADEMIC BACKGROUND

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|---|--------------------|
| • Diploma and Certificate IV of Sport Coaching | 2020 -2022 |
| College of Sports and Fitness | Sydney, Australia |
| • Advanced Diploma of Leadership and Management | 2018 -2020 |
| Northwest City Institute | Sydney, Australia |
| • Diploma of Project Management | 2017 - 2018 |
| Australian College of Business Intelligence | Sydney, Australia |
| • Masters Degree in Public Policy & Administration | 2010 - 2014 |
| Collegium Civitas (in English) | Warsaw, Poland |
| • Bachelor of Science | 2004 - 2008 |
| Long Island University | Brooklyn, New York |

PROFESSIONAL EXPERIENCE IN AUSTRALIA

- | | |
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| SOCCER COACH – Part Time, Balmain & District Football Club | Jan 2021 - current |
| <ul style="list-style-type: none">- Actively supporting the mission and values of BDFFC in developing and mentoring several different age groups from U9 boys across to U16 girls teams- Develop and improve the physical skills, decision making abilities and positive sporting behaviours of students so as to enable them to successfully compete in the future | |
| SOCCER COACH – Casual, Cranbrook School, Bellevue Hill | Oct 2019 - Feb 2021 |
| <ul style="list-style-type: none">- Actively supporting the mission and values of Cranbrook School in developing and mentoring our students to reach their potential as athletes and young people- Develop and improve the physical skills, decision making abilities and positive sporting behaviours of students so as to enable them to successfully compete within school based competitions and beyond | |
| SOCCER COACH – Part-time, The University of Sydney, Sydney Uni Football Club | Mar 2019 - Feb 2021 |
| <ul style="list-style-type: none">- Develop players using the FFA National Curriculum- Building a skilful, committed and ultimately successful group of young players who can advance to the next stage of their development- Develop a positive team spirit and an attitude of sportsmanship, fair play and observe the etiquette of the game | |
| SOCCER COORDINATOR – Part-time, Clublinks Management Pty Ltd, Centennial Park | Feb 2017 - Apr 2019 |
| <ul style="list-style-type: none">- Overseeing all league soccer games- Preparation of league tables and maintenance of membership records and payments- Assisting Program Director in supervising volunteer coaches, referees and officiate as needed- Responsible for checking for safety hazards and reporting deficiencies to Program Director | |
| RESTAURANT MANAGER – Jimmy Blanco, Surry Hills | Sept 2017 – Dec 2018 |
| <ul style="list-style-type: none">- Responsible for managing the business aspects; including negotiating supplier contracts, taking inventory, reordering supplies, managing budgets, and setting goals- Hiring and training staff to provide excellent service to patrons | |

- Creating effective schedules and quickly resolving conflicts
- Setting and enforcing quality and safety controls
- Social media management, and planning and taking part in promotional events

FACILITIES & GENERAL MANAGER – Seasonal Role, Manly Surf Slide Water Park

Feb 2018 – April 2018

- Managing a team of ten personnel
- Responsible for all Health/Hygiene and Safety aspects within the Water Park
- Responsible for maintenance checks of all equipment
- Completing documentation including: Opening/Closing checklists, work orders, human resources paperwork, cash and till management

NIGHT AUDITOR/FRONT DESK RECEPTIONIST – IBIS Hotel, Darling Harbour

July 2017 – Sept 2017

PROFESSIONAL EXPERIENCE IN POLAND

Jan 2015 – June 2017

SALES MANAGER - DGM Poland Ltd

DGM (Dangerous Goods Management Group) is a leading international organisation acknowledged as experts in dangerous goods and hazardous materials. DGM provides solutions to a large variety of customers of all sectors and industries (logistics, chemical, oil and gas, energy, freight forwarders, air, road, maritime transport companies).

- Subject Matter Expert in Dangerous Goods and relevant storage and transportation legislation
- Selling consulting services and certified training packages for handlers of Dangerous Goods
- Focus on conversion of ad hoc clients into 48 month membership packages
- Negotiating and writing contracts for a variety of organisation types and sizes
- Maintained/extended relations with current clients including Polish Army, Polish Airports, DHL, UPS or FEDEX

AUDI QUATTRO EVENT VIP DRIVER (CONTRACT) – Zero 2

June 2015 – Sept 2015

- Promote Audi Quattro at the annual “Tour de Pologne” cyclist event
- Safely transporting premium clients to event destination and entertainment venues
- Subject Matter Expert in Audi RS models

ASSISTANT PROJECT MANAGER – Halcrow Group Ltd

June 2010 – May 2012

Working in Halcrow's Warsaw Rail, Bridges and Roads Office - Halcrow were the leading consultants in a consortium to develop a feasibility study for PKP (Polish State Railway) worth €85 million. The study was for the upgrade of the E65 railway, as part of the VI Pan European transport corridor, connecting the Baltic Sea with the Adriatic Sea and the Balkans.

- One of three Assistants to Project Manager, providing administrative and translating assistance
- Youngest member of a 50+ team
- Responsible for preparing detailed periodic milestone reports for UK Head Office
- Liaising with industry experts and government ministers
- Translation of technical documents and brainstorming sessions (involving engineers, designers, contractors) for feedback to UK Head Office

February 2006 to June 2010

Whilst playing for Polonia Warsaw reserve team in a Polish 3rd Division, was selected by a visiting US Talent Scout for try-outs at the US Soccer Academy in Florida. Successful in winning a 4 year scholarship to New York Long Island University, worth US\$40,000 per year. Part-time professional experience gained in Brooklyn, New York, during scholarship included:

- o **Assistant Marketing Manager** - Kumble Theatre
- o **Sales Associate** - Wizard Electronics
- o **Team Manager / Coach** - Polonia New York Soccer Club U12

REFERENCES

References from: NSW Paramedics, DGM Poland Ltd, Manly Surf n Slide, Polonia NY Soccer Club, Long Island University, Five Dock Canada Bay Leisure Center, The University of Sydney, Cranbrook School, Balmain DCFC - all available on request

ADDITIONAL INFORMATION

- Age: 39 years
- Excellent communication skills in both English and Polish
- IT experience: Proficient in the everyday use of Microsoft Suite, CRM packages and Web Editing, Intrac etc.
- Other Professional Training completed:
 - Poland - Dangerous Goods Transporting ADR, IMDG, RRY, IATA DGR Category 6, soccer referee

certificate

- USA - Soccer Coaching qualifications:
Regional and State Diploma of National Soccer Coaches Association of America (NSCAA)
- Personal interests: psychology, jiu jitsu, coaching, books, podcasts, music, hiking, surfing