

**CONFIDENTIAL RESUME**

**OF**

**STEPHEN GRAHAM**

**1998 - 2009**

## PERSONAL DETAILS

NAME: STEPHEN GRAHAM

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DATE OF BIRTH: 12 / 04 / 1968

### Additional skills

Senior First aid certificate  
Padi open water scuba diver  
HR heavy vehicle license / Coach License  
Department of transport Queensland driver Passenger authority  
Abacus airline reservation system course

### Education

Higher school certificate Marist brothers pagewood 1985  
Territory: Morling Bible Advanced Diploma of theology  
Distinction 2001

## **Employment History**

To :

Present

Company : Australia Zoo

From:

October 2008

Position : Entertainment Presenter

### **Responsibilities**

- Compare and Presentation of the wild life warriors show in the croceseum twice daily.
- Basic microphone operation and to maintain audio equipment as directed by AV department.
- Assisting A/V department with camera and audio operation and set up.
- Perform voice over for video presentations and daily web diaries.
- Perform public addresses to the customers of the zoo via the Zoo's public address system.
- Conduct animal presentations to the public throughout the day.
- Assisting with customer service and information.
- Marketing for internal and external events
- Liaison with TV and radio for special events.
- Costume character for special events.
- Writing and memorizing of new and existing scripts for wildlife warriors show as well as new animal presentations.

## Employment History

To: Company: Alpha & Omega Digital Recording  
Studio  
Present

From:  
February 1999 Position: Managing Director/Owner - Operator  
Producer / engineer / session  
musician

### Responsibilities

- To Provide *Guidance and Instruction in Recording.*  
Producer for over 10 complete albums as well as many single projects.
- Writing and arranging of Music including chart preparation for both domestic and corporate clients.
- Jingle writing and recording for radio and T.V. as well as voice over production for corporate video presentations.
- Writing and recording Midi files for domestic and corporate clients as well as school musicals.
- Recording Session work for guitar, bass, keyboards and Banjo for domestic and corporate clients.
- Vocal session work for domestic and corporate clients.
- Digital editing using a variety of current programs including Adobe Audition, Cakewalk, cubase and the korg D1200, 1600 & 3200 systems.
- Marketing and advertising
- General invoicing and accounting.





## **Responsibilities**

### *Marketing & sales*

- Production, Direction of the *Gledswood* promotional movie.
- Scene design, script direction and camera operation for "the *Gledswood* promotional movie".
- Writing and recording original music for the *Gledswood* promotional movie.
- Potential client visitation.
- Famil presentations of the property and facilities.
- Sales meetings and functions.
- Telemarketing and tour operator liaison.
- Staff supervision and instruction.

## **Responsibilities**

### *Musical Entertainer*

- Provide musical entertainment for domestic and overseas Tourists.
- Provide musical entertainment for weddings, christenings and corporate events.
- Provide musical entertainment for Christmas shows incorporating crowd participation games and fun nights.
- Designer and producer of the "COUNTRY MUSIC SHOWCASE" a night of fine food and music.
- Caller of bush dances for domestic and overseas tourists.
- Liaison with other musician and management of profit percentages.
- Design and consultation on the building of new musical equipment and hall.
- Operation and maintenance of in-house and external Public address systems. MC and public speaking

## Employment History

To: Present      Company: Steve Graham Entertainer

From:

February 1989      Position: Entertainer

### Responsibilities

- To provide musical Entertainment for Clubs, Pubs, corporate events, festivals, weddings and receptions.
- Management of profit percentages
- Poster and CD design incorporating software knowledge and use e.g. Photoshop, PDF, word and publisher.
- Web site maintenance including use of software including FrontPage and html.
- Writing and recording of Midi Files.
- Liaison with Booking agent and Club management
- Liaison with Radio and television stations as well as print media.
- Knowledge and application of MYOB Just Invoices accounting system.
- Knowledge and application of P.A. systems
- Knowledge and operation of recording equipment including Korg d12, 16 & 3200, Cubase and Adobe Audition.
- Public speaking and crowd liaison.
- MC for various occasions.

Company : Grays point Community church

To :

December 2004

From:

January 2002

Position : Senior Pastor

### Responsibilities

- To Devise and implement programs for the church ranging from evangelist outreach, family planning, marriage and funerals and biblical exegesis.
- To oversee all programs operating in the church.
- Conflict Resolution
- To give guidance and leadership for the future direction of the church.
- To oversee and be responsible for members of church committees and deaconates. Also to oversee aspects to do with youth programs operated by the youth pastor who answers directly to the senior pastor.
- To offer counseling and visitation to the elderly and those in need.
- To provide spiritual leadership to the congregation and be answerable to them.

## Employment History

To:

January 1998

company : Escape Holidays

From:

February 1996

Position : Product Manager

## Responsibilities

- Research, design and development of primary brochures for the travel marketplace of Australia to overseas destinations
- Rostering and supervision of staff
- Overseas property visitations and inspections of desired Hotel property's
- Overseas inspection of attractions and transfer options
- Overseas inspections and liaison with airline partners and facilities including famil tours
- Liaison with overseas sales managers of Hotels, attractions and transfer companies.
- Liaison with overseas tour sub-contractors
- Hosting and representation to overseas tour contractors
- Management of property contracts
- Management of profit percentages as well as exchange rate calculations and dollar fluxuations.
- Budgeting and forecasting for particular product lines
- Product co-ordination primarily responsible for New Zealand, Europe and south East Asia
- Seminar and staff training on new and existing product lines
- Computer maintenance and overseeing of all company product lines

## **Employment History**

To :

February 2000

Company : Teen Ranch

From:

February 1989

Position : Program Director  
Sales and Marketing

### **Responsibilities**

- Activity instruction and supervision in horse riding and care
- Rostering and supervision of staff and staff training.
- Program development catering for groups up to 140 people
- Organizing, Overseeing and planning for 3-7 days of camping for individual groups.
- Designed and implemented the music program including night entertainment, singing lessons and musical direction for the band members.
- Production and CD design and recording of the 1<sup>st</sup> "TEEN RANCH GREATEST HITS" CD.
- Business Development involving telemarketing.
- Sales calls to potential clients.
- Video sales presentations
- On site famils to potential clients.
- Design of artwork and text for sales brochures.
- Filmed, edited, produced and wrote film music for the TEEN RANCH promo video.