

PROFESSIONAL SUMMARY

I bring energy, clarity and connection to complex environments. Across corporate, not-for-profit and government settings, I've built a career helping boards, executives and leadership teams make sense of complexity, strengthen governance, and move forward with confidence.

I'm a translator. I take what people do and turn it into stories everyone can understand, clear reporting, and practical frameworks that help leaders make good decisions. I build trust across stakeholders and create the conditions where people do their best work.

From shaping board and executive reporting in an ASX50 technology division and a sports and hospitality NFP, to leading an innovation hub as CEO and serving in multiple board roles, I bring strategic breadth and hands-on delivery. I'm at my best where governance, communication and performance intersect, and where I can help people find their way and feel confident about what comes next.

KEY CAPABILITIES

- Governance frameworks, compliance and risk oversight
- Board and executive reporting, papers, minutes and agendas
- Company secretary functions including ASIC lodgements and statutory obligations
- Strategic planning, performance metrics and KPI development
- Stakeholder engagement across government, industry and community
- Operating model design, organisational change and helping leaders lead well
- Financial stewardship including P&L, cashflow and budget management
- Culture building, skills development and cross-functional connection
- Applied use of AI tools (Claude Code, Microsoft Copilot) to improve reporting, decision support and team capability

KEY ACHIEVEMENTS

- **Shaped board and executive reporting** for the technology division of a demerged ASX50 company, improving clarity, insight and decision support for the CIO, leadership team and board-related forums.
- **Enhanced governance, reporting, board papers and communication** of a \$15M golf, hospitality and residential estate working with two boards and three committees.
- **Built performance dashboards and metrics frameworks** to improve visibility of initiatives, programs and KPIs for senior technology leaders.
- **Led a not-for-profit innovation hub through the pandemic** while maintaining financial stability, keeping the centre open for essential businesses and retaining all staff.
- **Grew an innovation ecosystem** from a small business incubator into a regional innovation centre with thousands of industry connections, supported by strong partnerships across government, universities and industry.

CAREER SNAPSHOT

- **Company Secretary (part-time contract)**, Sandhurst Club Ltd & Sandhurst Holdings (Australia) Ltd | Current
- **Senior Manager, Technology Business**, The Lottery Corporation (ASX50) | 2022 - 2026
- **Chief Executive Officer**, Eastern Innovation | 2016 - 2022
- **Board and Advisory Roles**, Multiple Organisations | 2012 - 2022
- **Director and Marketing Director**, The Cartridge Family / TonerMART / Image-Nation | 1999 - 2021

PROFESSIONAL EXPERIENCE

Company Secretary (Contract) | Sandhurst Club Ltd & Sandhurst Holdings (Australia) Ltd | Part-time | *Sept 2025 to Present*

Contracted Company Secretary for a membership-based club and its associated holdings companies. Responsible for governance frameworks, board and committee reporting, compliance, minute-taking and statutory obligations across all entities.

Senior Manager, Technology Business | The Lottery Corporation (ASX50) | *Oct 2022 to Jun 2026*

Reporting to the CIO in a newly demerged ASX50 company, I led board and executive reporting, governance, strategy support, capability building and operational performance for the technology division.

- Led board, committee and executive leadership reporting for the technology division, improving clarity, insight and decision support, managing executive inputs and time-critical submissions to the Company Secretariat.
- Designed and delivered performance dashboards and broader metrics framework, giving the CIO and GM cohort clearer visibility of initiatives, programs, KPIs and major incidents, while supporting faster, more accurate reporting through automation.
- Supported enterprise performance and operating model maturity, including GM and CIO KPI development over three years, introduction of OKRs, and contribution to two iterations of the Technology Operating Model to strengthen accountability, alignment and decision rights.
- Lifted leadership and team capability across the technology function, leading a CIO business vision survey, chairing operations meetings, driving technology literacy across the business, and delivering reporting and product ownership capability development across the organisation.
- Improved operational effectiveness and cross-portfolio collaboration, redesigning a technology invoicing bottleneck, acting as a trusted connector across teams and disciplines, and helping teams get unstuck and move things forward.
- Contributed to innovation, culture and commercial value, including co-developing GenAI guidelines, creating the technology hackathon framework, founding the Technology Book Club, leading divisional charity initiatives, and renegotiating advisory analyst contracts for improved value.

Chief Executive Officer | Eastern Innovation | *2016 to Oct 2022*

Led a not-for-profit metropolitan innovation hub in the City of Monash, with responsibility for governance, financial management, operations, stakeholder engagement and strategic direction, reporting to an 11-member board.

- Led governance, company secretarial and financial stewardship for the organisation, including board packs, agendas, minutes, ASIC lodgements, Corporations Act compliance, P&L, cashflow, budgets and board reporting, while re-establishing financial security on appointment.
- Maintained financial stability through the pandemic, keeping the centre open for essential businesses and retaining all staff.

- Grew the organisation from a small business incubator into a regional innovation centre, building an ecosystem with thousands of industry connections and a stronger market presence.
- Built and leveraged strategic partnerships across government, universities and international innovation networks, leading grant applications, sponsorship and partnership initiatives, and creating the Global Advisory Program to support companies bringing new products to market.
- Managed the operations and commercial activation of a 2,100 sqm innovation hub, including suites, labs, meeting rooms and coworking space.

Board and Advisory Roles | Multiple Organisations | 2012 to 2022

- **Chair, Eastern Metropolitan Partnership (Victorian Government).** Led regional engagement advising State Government on priorities, programs and pandemic response.
- **Director, Secretary, Treasurer and Public Officer, Monash Precinct Network.** Established governance frameworks, including constitution development, and raised \$500,000 in seed funding across five years.
- **Director and Treasurer, Flexible Workspace Australia Ltd.** Set up governance, including constitution development, and financial reporting for the national coworking peak body, achieving breakeven in year one.
- **Committee Member, Regional Development Australia (Federal Government).** Contributed to regional economic development and federal policy.
- **Advisory Board Member, Greater South-East Melbourne (GSEM) and Upparel.** Governance input on innovation, sustainability and community outcomes.
- **Board Director and State President, National Speakers Association of Australia.**

Director and Marketing Director | The Cartridge Family / TonerMART / Image-Nation | 1999 to 2021

- **Co-owned and grew the family business to \$4m turnover over 17 years.**
- **Led sales, marketing, supplier relationships and team management** across the business.
- **Built and marketed three online brands** before the business was sold in 2021.

EDUCATION AND QUALIFICATIONS

- **Graduate, Australian Institute of Company Directors (GAICD) 2026**
- Advanced Certificate of Marketing, Casey TAFE
- Writing for Board and Executive Coaching (professional development)
- Claude Code / Microsoft Copilot advanced training 2025 - 2026

COMMUNITY AND INTERESTS

- **Guest Judge**, Jinan (China) High Talents Innovation Competition (2019 to 2021).
- **Seed investor**, Roamni, a Melbourne-based audio storytelling and tour-tech company.
- **Professional speaker** on innovation, the future of work and customer experience.
- **Professional emcee** as required for numerous charitable and NFP organisations.
- **Published author** of *The Selfish Servant*.