

SASHA HOLMES

OPERATIONS MANAGER



CAREER AND EXPERIENCE OVERVIEW

Working as the Operations Manager for QSolutions Group, this role includes:

- Designing, developing, implementing and personnel training of IBMS relevant to Client's organisation and industry to meet the requirements of:
- ISO 9001:2015 Quality Management Systems
- ISO 14001:2015 Environmental Management Systems
- ISO 45001:2018 Occupational Health and Safety Management Systems
- ISO 17021:2015 Requirements for Bodies Providing Audit and Certification of Management Systems (Quality, Environment and Occupational Health and Safety)
- ISO 27006:2015 Requirements for Bodies Providing Audit and Certification of Information Security Management Systems
- Assist with updating and preparing for 3rd Party JASANZ Audits for ISO 9001, ISO 14001 and ISO 45001; including to the previous standards AS/NZS 4801:2001 and OHSAS 18001:2007 Occupational Health and Safety Management Systems.
- Assisting clients with the application of OHS Management Systems to comply with Federal Safety Commission requirements and Department of Transport and Main Roads.
- Specialising in assisting clients with tender writing for the non-price category and developing tender requirement documentation for large projects.
- Development of Safe Work Method Statements for high-risk construction activities.
- Assisting clients with Project Management ensuring all required procedures in accordance with legislative requirements and project specification are met.
- Training and planning management of employees.
- Creation of quotations, proposals and tender responses.

QUALIFICATIONS AND ACCREDITATIONS

- Advanced Diploma in Computer Technology (UK)
- Diploma in Hotel Management (UK)
- Diploma in Office Administration
- Diploma in Quality Auditing (Currently completing)
- Certificate IV in Workplace Health and Safety
- City and Guilds 706 1 and 2 (UK)

WORK HISTORY

QSolutions Group | Operations Manager (2018 - present)

A Gabrielli Constructions | Tender Officer (2013 - 2018)

Dillon Architects | PA Managing Director (2010 - 2013)

Tully Accounting Services | Accounting Assistant (2009-2010)

Tully SHS | VET Coordinator School-based Apprenticeship and Traineeship (2005-2008)

Self Employed Bookkeeper | UK (2001-2005)

Celtic Energy | Systems and Office Manager UK (1996-2001)

Cardiff Students Union (UK) | IT Assistant (1995-1996)

Crest Hotel (UK) | Deputy Head Receptionist/ Duty Manager, (1991-1993)

Crest Hotel (UK) | Sous Chef (1988-1991)

