

Helen Sinclair

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USA Permanent Resident &
Colorado Drivers Licence

Summary

Highly motivated emergency management specialist and Emergency Medical Technician (EMT) seeking firefighter position.

Completed Candidate Physical Agility Test (CPAT) November 2013 and Scored 93% in the Denver Regional Council of Governments (DRCOG) fire test.

Strong analytical, verbal, listening and written skills with exceptional physical fitness. Comfortable interacting within all levels of government with an in-depth knowledge of the roles they play and the appropriate application of FEMA programs. Able to negotiate and problem solve quickly, accurately, and efficiently in high pressure environments. Diverse background includes search and rescue experience, emergency management planning, and 7 years working within the public sector.

Professional history

Current employment

Eldora Mountain Resort, Ski Patrol, Colorado

August 2013 – November 2013

Rural Metro Ambulance, Emergency Management Technician (EMT), Denver, Colorado

July 2011 to December 2012

Country Fire Authority (CFA) Fire Management Planning Coordinator and volunteered for Victoria State Emergency Service response team, Melbourne, Australia

May – June 2011

Joint Centre for Disaster Research, Disaster Researcher, Wellington, New Zealand and Washington State, USA

February 2010 - February 2011

Massey University, Master's student - Thesis titled: "*Local government organization emergency management Emergency Operations Centers (EOCs), training and decision making.*" Wellington, New Zealand

November 2007 - February 2010

Christchurch City Council, Resource Consent Compliance Coordinator and member of Christchurch City Council Urban Search and Rescue team, Christchurch, New Zealand

January 2006 - November 2007

Ministry of Agriculture and Forestry Biosecurity New Zealand, Biosecurity Officer, Christchurch, New Zealand

April 2005 - December 2005

Ministry of Agriculture and Forestry Biosecurity Authority, Quarantine Officer / Border Patrol in the Air Cargo division - Auckland International Airport, Auckland, New Zealand

September 2002 - May 2004

Ministry of Agriculture and Forestry Biosecurity Authority, Quarantine Officer / Border Patrol in the Passenger Clearance division - Auckland International Airport, Auckland, New Zealand

Education

2013

Emergency Medical Technician (EMT – Basic)
National Outdoor Leadership School Wilderness Medical Institute (NOLS – WMI), Wyoming, USA

2008-2010

Master's in Emergency Management
Massey University, New Zealand

2002-2006

Graduate Diploma in Business Management
Massey University, New Zealand

1998-2002

Bachelor of Science – Biology
Auckland University, New Zealand

Technical skills and experience

Emergency management specialist:

Skills and expertise focus on developing, reviewing and testing emergency plans, the functions of Emergency Operations Centers (EOC), training and exercise programs, business continuity, and liaison with volunteers, community groups, and government agencies. Recent Ski Patrolling experience includes extracting, transporting and treating trauma and medical patients, high angle rope access work on chairlifts, and interacting with other emergency services.

7 years experience working with government organizations:

- Worked as a fire management planning coordinator for Australian communities at extreme risk from wildfire. Trained in designing and conducting exercises. Extensive experience in emergency planning at a community and local government level.
- 2 years experience working in local government including training in Emergency Operations Centers, and with Incident Management Systems based on the National Incident Management System.
- 5 years biosecurity experience with Biosecurity New Zealand and Ministry of Agriculture and Forestry (MAF) that included 2 years experience in compliance monitoring and ISO 9001:2000 quality systems auditing.

Project management:

Proven ability to plan, organize, coordinate, and manage within a complex and dynamic working environment. In my role as planning coordinator for the Eastern Melbourne Region of Victoria I coordinated the timely delivery of four municipal fire management plans and one regional fire management plan to the Victoria State Fire Services Commissioner within five months of arriving in Australia.

During my time at the Christchurch City Council I coordinated compliance, and reported on more than 400 resource consents held by the council. For the duration of my employment I achieved 100% compliance in all areas under my responsibility, a first for the council. I also devised a system and wrote full process procedures for my role as a Resource Consent Compliance Coordinator improving efficiency and reducing costs for the council.

Communications:

Exceptional ability to communicate effectively with both the public interface and government departments efficiently managing relationships that have conflicting priorities. Public speaking and presentation skills were utilized during the development of municipal and regional fire management plans to portray messages to organizations and communities, consistently achieving successful outcomes for all parties involved in important community decisions regarding the protection of life and property.

Computer literacy:

Advanced skills in Microsoft Office (PowerPoint, Word, and Excel) and electronic data management systems.

Additional Relevant Qualifications and Courses

- Emergency Medical Technician (EMT) National Registration and Colorado Registration
- CPR for the Health Provider (April 2013) American Heart Association
- Design and manage activities which exercise elements of emergency management, Australian Emergency Management Institute (AEMI), Victoria, Australia
- Emergency Operations Centre Levels I,II & III, Emergency Management Training Centre (EMCT), Christchurch, New Zealand
- Planning and techniques for effective public participation, International Association for Public Participation 2 (IAP2)
- General Rescue and USAR Awareness, Emergency Management Training Centre (EMCT), Christchurch, New Zealand
- Risk Management in the Outdoors, Mountain Safety Council, Christchurch, New Zealand
- NIMS ICS 100, 200 and 700 certifications
- Introduction to Australasian Inter-service Incident Management System (AIIMES). CFA, Victoria, Australia
- Introduction to emergency management, Victoria State Emergency Service (SES), Victoria, Australia
- Coordinated Incident Management Systems Level I & II, Emergency Management Training Centre (EMCT), Christchurch, New Zealand
- ACI Global ISO 9001:2000 Lead Auditor (Auditor of Quality Management Systems ISO 9001:2000), Accelerating Continuous improvement (ACI), Global Lead Auditor Training
- USAR High Angle Rope Rescue, Emergency Management Training Centre (EMCT), Christchurch, New Zealand
- Avalanche Awareness Course, Mountain Safety Council, Christchurch, New Zealand

Published research

Sinclair, H., Doyle, E. E., Johnston, D. M., Paton, D. (2012). Assessing emergency management training and exercises. *Disaster Prevention and Management*. Vol. 21 Iss: 4, pp.507 – 521

<http://www.emeraldinsight.com/journals.htm?articleid=17038789>

Sinclair, H., Doyle, E. E., Johnston, D. M., Paton, D. (2012). Decision making training in local government emergency management. *International Journal of Emergency Services*. Vol. 1 Iss: 2, pp.159 - 174

<http://www.emeraldinsight.com/journals.htm?articleid=17058196>
