

Danielle Bolton

Title Creative Organiser and Versatile Team Manager

Years of Experience 27

Professional Affiliations Australian Institute of Management Member
Environment Institute of Australia and New Zealand Associate Member

Qualifications Certificate IV in Accounting
Registered BAS Agent
Responsible Service of Alcohol Certificate
Planning for Effective Public Participation Cert
Instructional Skills Certificate (Train the Trainer)
How to handle difficult people, behaviours & situations certificate
Barista Workshop
Secretarial Diploma
Senior High School Certificate

Previous Employment 2006 - Current
Association Solutions – Director
2002 - Current
Environment Institute of Australia and New Zealand – Secretariat and Event Manager
1996 - 2001
Solutions 6 Group – Client Manager
1995 – 1996
Printing Industries Association of Australia – Executive Assistant
1989 – 1995
St John Ambulance Australia, Queensland – First Aid Course Co-ordinator

Key Skills Attention to detail including excellent organisation and project management, outstanding communication skills, encouraging team manager, creative thinker and problem solver, in-depth knowledge of accounting and budget management.

Career Overview

Danielle has had an extensive career in managing multiple tasks, events and people to obtain a successful and dynamic result. Danielle uses her excellent communication skills, unique problem solving abilities, creativity and attention to detail to build fabulous events that bring rewards to attendees, clients and team members. She brings a smile to the face of those she works for and with. Her cool composure resolves even the most complex challenge. Danielle works with Senior Executives, Board Members, government Ministers, team members, venue staff and contractors, treating everyone with a professional respect and encouragement to help get the most out of everyone involved. Danielle has worked in all areas of Australia and New Zealand. She can do anything from manage board meetings, multiple contractors and staff members to making coffee.



Expertise:
CREATIVE ORGANISER
&
VERSATILE TEAM
MANAGER

Examples of recent projects

Membership Management

- Managed the Environment Institute of Australia and New Zealand – Queensland Division for the past 12 years, growing it to the largest across Australia and New Zealand with over 700 members.
- Assisted Environment Institute of Australia and New Zealand with implementing an on line renewal strategy for membership, increasing membership renewals and reducing administration time.
- Managed International Association of Public Participation and grew them from conception stage of 200 members to over 2000 members to enable them to become their own affiliate organisation, with autonomy from the head office in America.
- Managed the membership of the Palliative Care Nurses of Australia Inc. Have increased membership by over 30%. Membership kits sent within 48 hours or receipt.

Conferences and Events

- Nov 2015 – Managed all aspects of Australian Facilitators Network Conference (2 days, 100 attendees)
- June 2015 – Managed all aspects of the Environment Institute of Australia and New Zealand (EIANZ) LEAP Summit (1 day, 100 attendees)
- May 2014, May 2012, May 2010 – Event Manager for the Poultry Information Exchange Conference (5 day event, 1500 attendees from 36 countries and a trade display with over 200 booths. 2014 – personally obtained over \$200k sponsorship)
- September 2014 – Event Manager and creative designer for the Renovating Matthew Ball (sold out event with 550 attendees and raised over \$27 000)
- 2002 – current – Managed all EIANZ Queensland events from 2 hour sessions to full day events. (714 attendees in 14/15, 957 attendees 13/14 etc)
- 2011, 2012, 2013 and 2016 – Event Manager for the EIANZ National Conference (Brisbane, Sydney and Melbourne, approx. 200 attendees for each conference)
- 2008 & 2009 – Event Manager for the International Association for Public Participation Conference (3 day event with 300 attendees, Melbourne and Perth)
- May 2009 – Event Manager for Breaking the Barriers Symposium (3 day event with site tours, 350 attendees)
- 2008, 2009 and 2010 – Event Manager and creative designer for the Public Relations Institute of Australia gala awards night (250 attendees)
- 2007 – EP3 EIANZ Roadshow (1 day event in 9 locations in Australia and 3 in New Zealand)
- 2005 – Event Manager for the Printing Industry Craftsmanship Awards (1200 attendees)

These are just a few examples of the many events Danielle has managed.

Testimonials

"Danielle Bolton has provided business support services to the Environment Institute of Australia and New Zealand and its organisational units for many years. She is efficient and effective in her work, has a great understanding of the needs of membership based organisations, and their practical management, and is innovative in the development of business models that support their operations. Danielle is responsive to the needs and interests of others and a passionate representative of the organisations with which she has long term relationships. I am pleased to recommend her as a colleague and friend with whom I have worked for many years."

Jon Womersley FEIANZ, CEnvP, AFAIM , EIANZ President

"Danielle is a solutions focussed professional, with a proven track record of delivering work to tight schedules and budgets. I have worked with Danielle for seven years and in that time seen her take ownership and accountability for numerous challenges, whilst maintaining a high level of professional integrity. I would highly recommend Danielle for any professional services role, particularly based on her organisational skills."

Vicki Brady MEIANZ, CEnvP EIANZ SEQ President

"During a period of 5+ years, I noted Danielle working passionately with her team to support numerous Associations. I commend to her work knowing she delivers great outcomes!"

Neil Evenden, Director at Heartburst Digital

Referees

Available on request