

Gy Sohn

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EDUCATION

- Bachelor of Laws/Bachelor of Business (Management) – University of Technology, Sydney (2008 – 2013).
- Admitted on 23 August 2013 as a Solicitor of the Supreme Court of New South Wales, Australia.

EMPLOYMENT

Non Destructive Excavations Australia Pty Ltd

2019 -

current

General Manager

- Oversee and develop company strategy
- Create, manage and oversee key systems, processes and policies
- Oversee company operations
- Promotion and oversee adherence to company values across the organisation
- Understands and oversee finance and accounting, operations, sales and marketing, human resources and research, development and continual improvement.
- Recruitment
- Leading and directing leadership team
- Responsible for website and social media development & maintenance
- Revise and/or formulate policies and promote their implementation
- Coaching, mentoring and inspiring the team
- Ensuring consistent delivery of all products and services to the highest standards
- Developing annual business plans and undertaking financial analysis, budgeting and reporting
- Developing and maintaining strong relationships with all stakeholders, internal and external
- Overseeing all safety, ISO and HNVAS compliance and audit requirements
- Developing a culture of continuous improvement and drives change initiatives within the business.
- Business development, quoting and tender completion
- Overseeing and providing ongoing support to maintain a team-orientated culture representing the NDEA company values
- Mentor staff and ensure they have the required skills to meet the company and clients' expectations.
- Monitor employee performance and implement improvements
- Management of Assignar Database
- Management of Director (GPS) functions
- Sales - Plant Miner/I Seek Plant
- Contract Submission and Compliance
- Managing the sub-contractors to ensure they are fulfilling their roles and responsibilities, monitoring their performance daily in regard to safety and quality
- Ability to establish Project based protocols to ensure efficiencies in timeline and budget performance.
- Responsible for website development & maintenance
- Develop, implement and manage the Operational Management System (Quality, WHS and Environmental), ensuring that all administration activities meet the requirements of legislation, authorities and guidelines supplied by NDEA.
- Reliable to deliver on key accountabilities.
- Encouragement of staff to reach their potential by valuing and respecting personal differences and the roles individuals perform.
- Honesty and integrity to promote professional working relationships that build trust and loyalty with all stakeholders.
- Support and commitment to team activities to improve workplace relationships amongst all staff.

Non Destructive Excavations Australia Pty Ltd

2019 - 2019

Systems, Compliance and Training Manager

- Managed and developed the Integrated Management System that includes NHVR Maintenance Management, ISO9001:2015 (Quality), ISO45001:2018 (WH&S) and ISO14001:2015 (Environment).

- Managed the Assignar database
- Managed the Director (GPS) functions
- Managed the CRM Tools- Plant Miner/I Seek Plant/PipeDrive
- Performed internal audits.
- Conducted and organised Weekly, Monthly and Quarterly meetings (Operations/Strategy/ Integrated Management System).
- Developed a culture of continuous improvement and drives change initiatives within the business.
- Managed the sub-contractors to ensure they are fulfilling their roles and responsibilities, monitoring their performance daily in regard to safety and quality
- Managed and developed the NHVR Maintenance Management system
- Managed NHVR Chain of Responsibility

Hitchcock & Associates

Manager Employer Sponsored

2017 – 2019

- Developed and maintained key relationships with clients and key individuals, including HR Managers, Financial Controllers and Managing Directors
- Ensured regular and meaningful contact is maintained with existing clients and prospective clients
- Developed and maintained any business opportunities including cold/warm leads
- Managed a team of 3 to 5 people to ensure that work is allocated and completed by the team
- Work with other departments to ensure that leads and business opportunity are developed to the fullest potential and leads are allocated to the correct team
- Prepared applications for different immigration matters
- Review and advice on any inquiries from clients and team members
- Maintained and managed a large number of clients at any given time
- Communicated and explained complex legal matters, solutions and our offerings to clients
- Represented and assist clients directly, including ASX listed organisations
- Communicated and liaised with clients, Department of Immigration, and key stake holders
- Used and operated software for CRM, database management, task management and newsletters
- Maintained and developed systems for tracking KPI, customer satisfaction, and task completion rates

Hitchcock & Associates

Migration Consultant

2015 - 2017

- Managed my own clients and files
- Developed and maintained business opportunities with key business and stakeholders
- Represented and liaised with clients
- Provided advice and prepared applications for different immigration matters, including 457 Visa, Standard Business Sponsorship, Employer Nomination Scheme, General Skill Immigration, Skill Independent Visa, Partner Visa and Parent Visa
- Provided advice and prepared applications with complex issues, including both medical conditions, criminal records, and visa condition.
- Reviewed and advised on visa applications and skills assessments
- Represented and assisted clients directly
- Co-ordinated application preparation and lodgment with support staff and other migration consultants
- Communicated and liaised with clients, Department of Immigration, skills assessment authorities and barristers
- Used key software for CRM, case management and database

Greg Elks & Associates Lawyers

Associate

2014 - 2015

- Managed my own matters from beginning to completion;
- Prepared and submitted court documents such as, affidavits, court orders, bail applications, will and power of attorney;
- Generated my own clients and manage their legal matters;
- Assisted the principal solicitor with different matters in the filed of criminal law, wills and estate and property;
- Briefed and instructed barristers in criminal and family law matters;
- Provided advice and prepared documents for immigration matters including Student Visa, Working Holiday, 457, 189, 190, Spouse Visa and Citizenship;
- Appeared in different jurisdiction including, Local Court, District Court, Federal Circuit Court and

Family Court.

Shiranica Danieli Lawyers Solicitor

Junior Solicitor

2014

- Instructed counsel during a murder trial at the Supreme Court of New South Wales (5 week trial) –matter of *R v Paul Andrew Hunter*;
- Prepared brief for counsel;
- Amended court transcripts;
- Prepared and maintained exhibit list and MFI;
- Prepared documents and audio files to be tendered as evidence.

- Provided advice and prepared applications with complex issues, including both medical conditions, criminal records, and visa condition.
- Reviewed and advised on visa applications and skills assessments
- Represented and assisted clients directly
- Co-ordinated application preparation and lodgment with support staff and other migration consultants
- Communicated and liaised with clients, Department of Immigration, skills assessment authorities and barristers
- Used key software for CRM, case management and database