

Kelly Rivett

PERSONAL DETAILS

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WEBSITE: <http://www.kellyrivett.com.au>
IMDB: <http://www.imdb.com/name/nm3223919/>
DATE OF BIRTH: 17 May 1986
CITZENSHIP: Australian
LICENCE: Class C Driver's Licence, Boat Licence

CREDITS

2009	Housebound Productions	<i>A World Away</i> Short Film Set Dresser, Standby Props Director: Sarah McLauchlan
2009	Window Productions/Nylon Films	<i>Adelaide Casino Stars</i> TVC Location Scout, Art Department Director: Tong Beng
2009	Trandeth Productions	<i>Mummy: The Musical</i> Feature Film Standby Props, Runner Director: Gareth Wilkes
2008	Seven Network	<i>Home and Away</i> Television Drama- 40 Episodes Set Dresser Art Director: Ken McCann
2008	IWC Media	<i>"Snowtown"</i> Docu-Drama Standby Props Director: Konrad Begg Production Designer: Chris Jobson
2008	A2K Media	<i>Kambing Jantan (The Goat)</i> Feature Props Buyer/ Standby Props Australian Co-Producer: Ade Djajamihardja
2008	Seven Network	<i>Home and Away</i> Television Drama Art Department Assistant (Casual) Art Director: Ken McCann
2008	First Class Films	<i>Six Characters</i> Art House Feature Film Production Designer Director: Robert Marchand
2008	Broken Hill: The Movie	<i>Broken Hill</i>

		Feature Film Casting Production Assistant (Casual) Casting Associate: Angela Heesom
2008	Revolver	Hardy's Winery TVC 60 sec TVC Assistant Standby Props Production Designer: Tony Cronin
2007-08	Millennium Television	McLeod's Daughters- Series 8 Television Drama 14 Episodes (8 ½ months) Set Dresser/Props Buyer Producer: Karl Zwicky, Vicki Barr, Posie Graeme-Evans
2007	KESAB Environmental Solutions	Recycling Makes \$\$\$cents\$\$\$ Educational DVD Producer, Camera and Editor Producer: Kathy Scarborough, Kelly Rivett
2007	Don Dunstan Foundation	Inaugural Lowitja O'Donoghue Oration Live Event Camera A Operator
2006	Independent Production	Stained Glass Treasures Documentary Short Producer, Camera Operator Channel 31/ University of South Australia

OTHER WORK EXPERIENCE

Date	January 2002- 2008
Business Name	Leisure Co. (VACSWIM)
Position	Instructor in Charge and Swimming Instructor
Description of Duties	Co-ordination of all aspects of the swimming program and the two locations; Teaching children how to swim; timetabling the program and staff; publicity and promotion; processing registration, enrolment and allocation of staff; collecting, balancing and banking money; manage and distribute resources to staff and participants; stock take of equipment and resources; testing and examining of Royal Life award certificates; staff feedback; administration paperwork; liaison with community and local government organisations; coordination and communication with event manager; first aid and incident reporting.
Experience Gained	Management Skills (Time, Resource & People), Organisational Skills, Communication Skills, Leadership Skills, Negotiation Skills, Problem Solving Skills, Technical Skills, Working Independently and Collaboratively
Date	January 2003-2007
Business Name	Naracoorte Swim-a-thon : Swim For It!
Contact Number	08 87622133
Position	Inaugural Volunteer Committee Member- Media and Publicity Manager, Major Sponsorship

Description of Duties Writing press releases; communication with media outlets; promotion of events on television and radio interviews; design of logo, sponsorship forms, promotional posters, certificates and shirts; develop forms for pool marshall; write letters to community and local government; approach companies for major sponsorship of event; write thank you letters to major sponsors.

Experience Gained Language and Communication Skills, Organisational Skills, Technical Skills

2003 -08 Naracoorte Lucindale Council Supervising Senior Lifeguard at Lucindale
2003 -08 Naracoorte Lucindale Council Senior Lifeguard at Naracoorte
2007 Millennium Television McLeod's Daughters Art Department Coordinator Job Training
2007 Millennium Television McLeod's Daughters Work Experience Art Department and Assistant Directors
2007 Department of Education and Children's Services Swimming Instructor (since 2004)
2007 Qualified Weighbridge Operator for PT Rivett Contractors
2006 UniSA School of Computer and Information Science Student Mentor
2005 Maxamine Work Experience updating user documentation and Intranet design
2004 Power Solutions Pty Ltd updating a medical database software documentation and staff meetings
2002 Paperworks Naracoorte Work Experience Graphic Design, Publishing and Printing
2001 Squashbrook Sports & Fitness Centre Work Experience Gym Operations and Customer Service

EDUCATION

2004-2008 Double Degree in Bachelor of Computer & Information Science/
Bachelor of Media Arts (Film and Video Production Major)
Institution: University of South Australia
GPA: 6.458

2003 Certificate II in Information Technology, TAFE

Qualifications

Senior First Aid and Oxygen Resuscitation, Weighbridge Operator's Certificate, Pool Lifeguard Award, Austswim Certificate

AWARDS AND CERTIFICATES

2008 Chancellors Merit List of 2007 (Top 10% of School)
2007 Chancellors Merit List of 2006 (Top 10% of School)
2006 Inaugural Top Dox Award for Best Production Values in Documentary Forms and Techniques
2006 Documentary 'Stained Glass Treasures' selected for showing on Channel 31
2006 Chancellors & Dean's Merit List of 2005 (Top 10% of School & Division)
2006 Best 2nd Year Student in Bachelor of Computer and Information Science in 2005
2006 Best Student in Core Programming Courses in 2005
2006 Short Listed for Carrick University Teaching Awards Review Panel
2005 Chancellors & Dean's Merit List of 2004 (Top 10% of School & Division)
2004 Queen's Guide Award

- 2003 Dux of Lucindale Area School
- 2003 Yr 12 Lucindale Lions Club Incentive Award
- 2003 SABSSA Art Show Country Incentive Award

COMPUTER SKILLS

- Microsoft Office (Word, Excel)
- Microsoft FrontPage and Access
- Adobe Photoshop CS2
- Adobe Illustrator CS2
- Macromedia Flash
- Macromedia Director and FreeHand
- Final Cut Pro
- Maya

HOBBIES AND INTEREST

- Hockey (UniSA Hockey Club)
- Golf
- Digital Photography
- Church Youth Group
- Beading and Painting

REFEREES

Available upon Request