

# RÉSUMÉ

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## Summary:

Since mid-1996 I have worked as a freelance writer and production coordinator. In addition to writing and editing newsletters and other promotional publications, I have coordinated their production and distribution. Other work has involved the provision of various products and services for clients.

Previous experience includes 16 years in IT, working on government and commercial applications. This was followed by more than 12 years in the Public Affairs and Marketing Department of the RAC of WA, working first as staff writer then for seven years as editor of the *Road Patrol* magazine.

## **Experience:**

### **May 1996 to date – Freelance Writer and Production Coordinator**

#### **Freelance writer:**

- Newsletters, magazines and souvenir books
- Company profiles
- Brochures and other promotional material
- Text for web sites
- Speech notes
- Events programmes
- Magazine and newspaper articles published in Australia and overseas

#### **Production coordinator:**

- Newsletters and company magazines
- Brochures and flyers
- Training manuals
- Company profiles
- Presentation folders
- Desk pads
- Art to decorate offices

### **August 1983 to May 1996 – Royal Automobile Club of WA**

#### **April 1989 to May 1996:**

##### **As Editor of RAC of WA magazine *Road Patrol*:**

- Editing the magazine
- Supervising the printing process
- Writing many of the articles in the magazine including:
  - vehicle appraisals
  - motoring stories
  - travel
  - tourism
  - general interest stories

**As a senior member of the RAC Public Affairs and Marketing Department:**

- Liaising with the RAC's advertising agency
- Preparing news releases
- Writing the President's speech for the annual general meeting
- Representing the RAC on radio and television
- Assisting in the preparation and editing of the RAC Annual Report

**October 1988 to April 1989:**

**Acting editor of *Road Patrol*. Duties as above.**

**August 1983 to October 1988:**

**Public Affairs Officer and staff writer for *Road Patrol*.**

- Writing many of the articles in the magazine including:
  - vehicle appraisals
  - motoring stories
  - travel
  - tourism
  - general interest stories
- Preparing news releases for newspapers, radio and television stations
- Assisting in preparation of President's speech
- Assisting in preparation of RAC Annual Report

**March 1982 to end 1983:**

**WA motor racing correspondent for *Auto Action*, a national motor sports newspaper.**

# IT experience

## **November 1981 to February 1983: Freelance contract computer programmer**

- Cromemco microcomputers
- NCR mini-computers

## **March 1979 to November 1981: Computer programmer/systems analyst with R&I Bank in Perth:**

- Maintenance of home loan systems for the R&I and for Town & Country Building Society
- Development of new computer systems for the R&I's merchant banking affiliate
- Computer was an IBM type mainframe using PL/1 programming language.

## **January 1976 to February 1979: Computer Systems Officer with the Commonwealth Department of Administrative Services in Canberra.**

- Maintenance of the Electoral Rolls computer system
- Recording and publication of statistics collated for the Australian Federal Police Drug Squad
- Burroughs computer using the ALGOL computer language.

## **July 1967 to December 1975: Programmer then systems analyst with WA State Treasury, which provided a bureau style computer service to most of the WA Public Service. Systems included:**

- Vehicle and drivers licensing systems for the Police Department
- Statistical work for Fisheries & Fauna.
- On the design team for a salaries system for the Chief Secretary's Department
- Designed a billing system for Country Water Supply utilising a database management system. Both systems ran effectively for many years past their design life
- NCR mainframe computers using NEAT/2, NEAT/3 and COBOL programming languages
- For a time in 1973 and 1974 I was seconded to the Public Service Board Organisation and Methods (O&M) Section as the liaison person between O&M and Treasury Data Processing.

## **Training:**

Report Writing:	One of several in-house courses attended while with the Commonwealth Public Service in Canberra.
Marketing:	Several seminars on small business promotion attended since 1996 to help improve my business.
Computer Programming:	Languages included NEAT/2, NEAT/3 (both NCR languages), COBOL, ALGOL, PL/1 and BASIC.
Systems Analysis:	A course run by WAIT (now Curtin University) for the WA Treasury in computer systems analysis and design.
Organisation & Methods:	This was the course run by the WA Public Service Board to train new members of the O&M section.
MS Front Page:	A basic course in web site creation run by Link Training in July 2002.

## **Referees:**

Mr Martin Balcomb, Operations Director, LiftRite Toyota, telephone (08) 9455 2077

Mr Paul Masiello, Partner, Pusey Partners CPA, telephone (08) 9354 6500

Mr Peter Lyster, Proprietor, The Pitstop Bookshop, telephone (08) 9322 5544