

BIOGRAPHY - CATE METZELING

Research Analyst, Probity Investigation Consultants Pty Ltd (PIC)
Research Analyst, Due Diligence Consultants Pty Ltd (DDC)

- Qualifications:**
- Bachelor of Business (Accounting) [Monash, 1995]
 - Fundamentals of Technical Writing (Short Course) [University of WA, 2007]
 - Diploma of Writing and Editing (partially completed)

Relevant work history: **PROBITY INVESTIGATION CONSULTANTS PTY LTD & DUE DILIGENCE CONSULTANTS PTY LTD (OCTOBER 2009 - CURRENT)**

Cate is a research analyst and report writer responsible for corporate and individual probity investigations for various clients on a quarterly and ad hoc basis. The reports require intensive research utilising various sources including media, government and litigation databases. The information gathered is carefully analysed and provided to the client in the form of a concise report.

Clients include: Department of Justice, Transport Ticketing Authority, Corrections Victoria and South Australian Water.

Cate also undertakes research, analysis and report compilation for Due Diligence Consultants in relation to gambling industry assignments.

MONEY101 MONEY FOR LIFE (NOVEMBER 2008–APRIL 2009)

Money101 employed Cate as a consultant working on various projects aimed at growing their business.

Cate's achievements included:

- Facilitating the selection of a new Client Relationship Management (CRM) system and overseeing implementation of the system (including data migration)
- Conducting familiarisation and training for Money101 staff in relation to the new CRM system
- Reviewing the content of various corporate training assets and making and implementing recommendations.

TILDE UNIVERSITY PRESS / TILDE PUBLISHING (2006 – CURRENT)

Cate provides a variety of services to Tilde:

- Development of courseware for TAFE's Business Services Package, including theory, exercises, scenarios and solutions
- Formatting, editing and indexing of under-graduate and post-graduate text books
- Using Illustrator to develop drawings, figures and tables for textbooks.

AUSTRALIAN TAXATION OFFICE (1986–2000)

Cate worked in a variety of roles in the ATO, culminating in an executive level position. Achievements included:

- Representing the ATO in various radio interviews and radio talkback at taxtime
- Briefing the Deputy Commissioner on current issues prior to media interviews
- Speech writing for the Deputy Commissioner
- Managing a staff of 100 and overseeing a complete reorganisation/redesign of the job profiles in the area
- Working as a data analyst and project designer in the ATO's data warehouse
- Overseeing the implementation of a new intranet publishing process and system for an internal client segment.

Areas of competence:

- Research and investigation – identifying information sources, interrogating databases, writing queries
- Analysis – assessing and interpreting data gathered from searches; identifying and reporting on salient issues
- Project management – managing small and medium projects
- Technical writing – report writing, documenting procedures, writing training theory and exercises
- Formatting and editing – assembling and copyediting text books, theses, reports and other technical materials
- Indexing – creating indices for textbooks, technical reports and other long documents
- Microsoft Office Suite including Word, Excel, PowerPoint and Access.