

# Nathan Schwartfeger

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## SUMMARY OF SKILLS AND ATTRIBUTES

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- Professional
- Perfectionist
- I am a last 10% person. I finish jobs, in fact I am not satisfied until the job *is* finished
- Able to meet deadlines
- I am good at a diverse range of things with a wide range of skills
- What I do, I do well
- Team is important to me but I also have the ability to work alone as required
- Loyalty and honesty are important values to me and my nature often sees me go the extra mile

## PERSONAL ATTRIBUTES

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- I have the initiative and ability to take responsibility, make decisions and achieve good results as shown in my current work
- My excellent planning, organising and time management skills are well demonstrated in my project management work over many years
- My attention to detail is legendary
- Confident and skilled in managing and leading small teams and getting the best from them
- Hiring and training staff
- Sales and customer service experience
- Strong level of verbal and written communication skills, demonstrated in employment

## FOCUS

- Project Management. (Short or long term projects)
- Business Administration
- Systems
- Supplier Relations
- Team management
- Efficiency streamlining

## WHAT I LOVE

- Teamwork
- Fixing things
- Making things
- Doing it right
- Completing tasks
- Technology

## COMPUTER SKILLS AND TECHNOLOGY

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- Proficient in
  - WORD • EXCEL • Photoshop • CorelDraw • SolidWorks 3D • Basic Dreamweaver •
- I like to keep up to date with the latest technology and have a good understanding from working in electronics, home and Church sound systems

**EXCERPTS FROM WRITTEN REFERENCES & TESTIMONIALS**

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- *“Nathan is very punctual, detailed and accurate, a quick learner who can apply himself to any task. His problem solving skills, ability with project management and electronic maintenance tasks has seen him travel internationally on many occasions ...”*
- *“Nathan undertook his responsibilities professionally ...”*
- *“Along with the his roles he made a notable contribution to the set up and management of our computer network along with reviewing our freight and shipping methods and management ...”*
- *“I have found Nathan to be a totally honest and loyal employee who has contributed to the team as a whole ...”*
- *“Nathan has consistently exhibited a level of integrity and loyalty far above the norm ...”*
- *“Nathan quickly developed the communication skills necessary to form a long lasting business relationship with each of his customers ...”*
- *“Your preparation, analysis and presentation of information is excellent”*
- *“Nathan is reliable, trustworthy and his paper work was always 100%”*
- *“He mixes well with those above him, and readily gains the respect of those who report to him.”*
- *“We all found Nathan to be a team member and one who would go out of his way to help a fellow staff member.*
- *“In each of these roles Nathan has demonstrated a good capacity to learn and apply himself. These factors plus his above average level of intelligence has meant that Nathan has quickly achieved a high degree of resourcefulness and experience ...”*
- *“He quickly developed the communication skills necessary to form long lasting business relationships ...”*
- *“Nathan was one of our more sound and productive Sales Representatives ...”*
- *“It has been a pleasure working with such a confident professional salesperson, in particular his ability to take opportunity and turn it into results”*

**CAREER HISTORY**

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2012 – 2017	Special Projects & Technical Maintenance Manager	ensigne Ltd
2001 – 2012	Self Employed Graphic art and Small Business Administration	@home Holdings Ltd
1997 – 1999	Account Development Manager	Adilam Pty Ltd
1996 – 1997	Account Manager	Avnet Pacific Pty Ltd
1990 – 1996	Sales Representative	NZ Safety Ltd
1989 – 1990	Technical Sales Representative	David Reid Electronics
1988 – 1989	Electronics Manufacturing - Manager	Caviar Holdings
1983 – 1988	Factory Manager – Manufacturing Engineer	Spectrum Associates
1979 – 1983	Production technician, Line Supervisor, Prototype Engineer	Brandt Electronics Ltd

## DETAILED EXPERIENCE - 1

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2012 – 2017 | **Special Projects & Technical Maintenance** - ensigne Ltd

GLOBAL SUPPLIERS OF 'REAL TIME INFORMATION DISPLAY' SYSTEMS AND NICHE ELECTRONIC DESIGN

### Major achievements

- Proficiency in SolidWorks 3D CAD mechanical design
- Total project management responsibility & design of 7x Life Education Classrooms in Hong Kong and Macau
- Design for manufacture (DFM) input into iQ irrigation Pivot irrigators
- Ability to assess fault issues. Ability to identify and fix the root cause rather than just the immediate fault
- Ability to foresee and plan for potential issues
- Ability to quickly identify and overcome unforeseen issues onsite in Hong Kong and Macau
- Agile design ability

### Foreign Exchange Rateboards (FOREX)

- Assessing rateboard faults and directing Technicians in Australia on how to fix
- Numerous trips to Sydney and Melbourne for upgrades / repairs
- Graphic art for LCD rateboard displays
- Production of various electronic PCB's

### Life Education Classrooms - NZ

- Assisting NZ Educators with classroom operational issues and repairs

### Life Education Activity Programme - Hong Kong

- Project Management
- Design and Manufacture
  - SolidWorks 3D CAD design
  - Woodworking
  - Metalwork parts
  - Outsourcing of production parts
  - Carpeting (Autex wall carpet)
  - Wiring
  - PCB manufacture
  - Production of operating manuals
  - Electrical design schematics
  - Liaising with client over design features, production coordination and installation timing
  - Onsite installation in Hong Kong & Macau

### iQ irrigation – Centre Pivot Irrigation Control

- Assisted with Design for Manufacture (DFM) elements
- Production manuals and drawings
- Schematics
- On farm testing and fault analysis with feedback to engineers
- Liaison with clients on setup and implementation

## DETAILED EXPERIENCE - 2

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2001 – 2012 | Self Employed

- @home Holdings Ltd

SELF-EMPLOYED GRAPHICS, MANUFACTURE AND SMALL BUSINESS ADMINISTRATION

### Graphics and Fascia manufacture

- Graphic art and fascia production for rateboards in major institutions
  - ASB • ANZ • Westpac • St George • National Bank • Bank of Melbourne • Bank of Cyprus • HSBC • Wells Fargo • Post Bank • Travelex •
- Photo realistic graphic art for bank rateboard designs
- Numerous trips in Australia and New Zealand to do Firmware upgrades and fascia replacements
- Production of rateboard fascia's including developing a new process for high contrast display filter
- Development of new technique for production of 'Back-lit' fascia's for enhanced rateboards in St George, Bank of Melbourne branches
- Produced a 'Limited palette' colour system for use in Photoshop to convert images to be suitable for display on the ensigne iMarge HD rateboards
- Large format Digital design and print, new method for production of rateboard Fascia's, after attending 'Visual Impact Expo' in Sydney with Manning signs

### Business administration

- Small business web sites (Dreamweaver)
  - Character Builders • FlexiTunnel • HoonHay Valley Lodge • Better Rentals • CreationWorks • Manning Signs •
- Sales and marketing materials
  - Manning Signs • FlexiTunnel •
- Liaison with developers and project oversight to produce an online sales website for model trains (MainStation)
- Development of pricing and margin calculation spreadsheets
- Systems for producing and uploading photos and descriptions for products to MainStation web site
- Office administration tools and procedures for FlexiTunnel, including setting up accounts and invoicing in MYOB and producing spreadsheets for costing and sell pricing with margin calculations
- Assembly instructions for Tunnelhouses

### Technical support

- Implementation of new style 3D back projected screens in LEC mobile classrooms
- Technical support for ensigne on rateboards across Australia and NZ

**PREVIOUS ROLES**

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- 1997 – 1999 | **Account Development Manager** - Adilam Pty. Ltd.  
ELECTRONIC COMPONENTS SALES
- 1996 – 1997 | **Account Manager** - Avnet Pacific Pty. Ltd.  
ONE OF THE WORLD'S LARGEST DISTRIBUTORS OF ELECTRONIC COMPONENTS
- 1990 – 1996 | **Sales Representative** - NZ Safety Ltd.  
NEW ZEALAND'S LARGEST SUPPLIER OF PERSONAL PROTECTIVE EQUIPMENT, WORKWEAR AND RELATED SAFETY PRODUCTS AND SERVICES
- 1989 – 1990 | **Technical Sales Representative** - David Reid Electronics  
SUPPLIER OF ELECTRONIC PARTS AND RETAIL SALES OF CONSUMER ELECTRONIC GOODS
- 1988 – 1989 | **Electronics Manufacturing - Manager** - Caviar Holdings  
MANUFACTURE AND DISTRIBUTION OF ELECTRONIC POS SIGNAGE
- 1983 – 1988 | **Factory Manager – Manufacturing Engineer** - Spectrum Associates  
CONTRACT ELECTRONICS MANUFACTURING, MANUFACTURE AND DISTRIBUTION OF ELECTRONIC POS SIGNAGE
- 1979 – 1983 | **Production technician, Line Supervisor, Prototype Engineer** - Brandt Electronics  
CONSUMER AND INDUSTRIAL ELECTRONICS MANUFACTURER

**TRANSFERABLE SKILL DEVELOPMENT SUMMARY (1979 – 1996)**

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- Able to deal at all levels of Business
- Negotiation with overseas suppliers, particularly in Germany and Asia
- Development of internal processes
- Introduction of EXCEL costing sheets with multiple exchange rates and margin calculations
- Implementation of sales tracking, current vs last year's sales and margins
- Sales and customer service skills
- Time and territory Management
- Ability to work on my own which I have done in many roles since
- Purchasing and supplier negotiations
- Product manufacture and overseas shipping
- Ability to produce clear and accurate assembly and production documentation
- Capital plant and equipment purchasing (\$500,000.00 USA and Japan)
- Mechanical design ability achieving recognition with a Design Award for 'Photo-Ad' enclosure
- Production Management (30x staff)
- Gained the ability to plan and meet production deadlines
- Experienced overseas travel to assess and procure production equipment. NEPCON WEST 1987 Los Angeles, Danbury Connecticut - USA 1988, Tokyo - Japan 1988
- Production line supervisor (10x staff)
- Artwork, Draughting and Mechanical engineering skills

## EDUCATION AND QUALIFICATIONS

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- National College of Design and Technology - *Introduction to Dreamweaver* (Apr – Jun 2001)
- Canterbury Employers Chamber of Commerce - *Certificate in Sales* (1999)
- David Forman - *Key account Management* (1996)
- NZ Safety - *Strategy for Success* (1994)
- David Forman - *Advanced Sales Development* (1990)
- David Forman - *Sales Development* (1989)
- Xerox - *Managing Time and Territory II* (1989)
- Dale Carnegie - *Effective Speaking and Humans Relations* (1985)

**Golden Bay High School**  
Higher school Certificate  
University Entrance  
Sixth Form certificate  
Fifth Form Certificate  
School Certificate

## PERSONAL INTERESTS AND ACTIVITIES

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- Gardening
- Walking
- Technology

## REFEREES

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### Mike Chisholm

Entrepreneur, former Director Acclipse

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### Chris Manning

Owner, Manning Signs

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