

Sue Rado (van Kempen)
299 Fernleigh Rd Fernleigh NSW 2479
email: sue@suerado.com
website: suerado.com
tel: 0428 424 868

In the field of website design and maintenance I am mostly self taught over the last 12 years, born out of curiosity and necessity when I wanted to create my own photography website. My knowledge also came from having worked closely with website developers in my positions in Hungary as I was responsible for content and design and always had back-end access for editing.

Websites created and managed by Sue in Fernleigh include:

SUE RADO
BVK SOLICITORS ATTORNEYS
VAN KEMPEN & ASSOCIATES
MAREK ZAYLER
HOUSE OF FERGUSON
GAEA NAIL & BEAUTY
THE OXFORD HOTEL CASINO
THE RADO TABLE (this one for fun)

Employment Summary

May 2013 – Present

BVK Solicitors Attorneys, Byron Bay

Office Manager / Graphic & Web Designer / Marketing Consultant

3 day a week position.

- Responsible for creating all advertising and web media.
- Creating budgets and proposals for advertising.
- Ensuring smooth staff transitions to new Legal CRMs.
- Maintaining healthy running of PCs and programs.
- Carrying out office administrative duties.
- Responsible for smooth running of the firm.

Jul 2014 – Aug 2015

Southern Cross School K-7, East Ballina

Community Liaison Officer

This was a one day a week position, partly funded by the P&C.

- This role involved increasing parent engagement with the school.
- Creating and promoting activities that engage parents and the community with the school.
- Assisting in developing promotional platforms for the school and enhance media presence for school activities.
- Improve communication processes with the community.

This position came to an end with the announcement of the amalgamation of the schools in Ballina.

Jan 2013

Returned to Australia after 15 years in Hungary

Aug 2012 – Oct 2012

Quantum Tech Bvba, Gent, Belgium

Research and Liaison

3 month contract responsible for solid research into the history of bioresonance. Guided the company through changes in products. Coordinated with device manufacturers in Germany and Hungary with successful results.

Jan 2011 – July 2012

The Quantum Alliance, Inc. Budapest

Medical Device Manufacturer

Director of European Communications and Marketing

- Responsible for ensuring that the Company's European distributors have all the sales tools and motivation they need for their areas.
- Planning, creating and hosting monthly internet Leadership Meetings with up to 15 people.
- Coordinate marketing material and information.
- Maintaining communications with European distributors.
- Motivating staff in the office to be customer focused.
- Organise annual conference for more than 100 people.
- Handling complaints and coordinate operations to help solve difficulties and maintain channels of clear communications for European sales team.
- Coordinate education training courses in Budapest. Carry out PR at these courses.
- Public Relations for company at events and conferences.

May 2005 – Nov 2010

Maitreya Kft. Budapest

Medical Device Manufacturer

Office Manager and Broker Relations Manager

I led a team of 10 employees and managed a group of 30 international brokers.

- My initial position was Personal Assistant to company owner.
- Arranging and managing travel for owner and employees (up to 120 people).
- Organising large and small company conferences both in Europe and the Caribbean.
- Conflict management and resolution with international brokers.
- Representing the company at international conferences.
- Building and maintaining good customer relations.
- Monitoring and documenting software changes with the programmers.

In this period I also worked with my boss' autistic adult son. He had learned piano as a young boy and had not developed his skills further. Our aim was to broaden his understanding and love of music. I had great success with Daniel, introducing him to classical music and also to accompanying other musicians. Each year we worked up to performances at the conferences I organised. These performances were highlights for both Daniel and me as he reached higher and higher levels of accomplishment and personal joy.

May 1999 – Apr 2005

Self Employed and full-time mother

We moved to Budapest, Hungary in November 1997 (see below)

After feeling settled in Hungary we decided to have our 3rd child. I returned to working from home and being mum.

During this time I worked on graphic design projects and taught English as a second language. I also attended language school, part-time, to learn Hungarian. In 2001 I instigated the first Hungarian Clean up the World Campaign with the primary school that my oldest son attended. We were registered with the Campaign and had a successful Clean Up day in our local area. Local press covered our initiative.

Jan 1998 – Apr 1999

Price Waterhouse Coopers, Budapest

Part Time English Language Proof Reader

Tax and Legal Department

As a native English speaker my role was proof reader with the tax and legal team correcting documents translated from Hungarian to English or written in English by non-native speakers.

Nov 1997

Moved from Sydney to Budapest, Hungary

1990 – 1997

Self Employed and full-time mother

During this time I managed and worked in our family graphics design businesses in Sydney, Australia. I also designed sets and costumes for a number of productions at New Theatre, Newtown.

1986 – 1990

After my studies and until 1990 I travelled extensively, mostly backpacking, throughout South East Asia and Europe. I lived in the UK for a year where I worked in the Human Relations Department for Ericsson Communications, in their Brighton, UK, office. In 1989 I worked as an administrator for the Australia Council for the Arts in Sydney.

I owned and ran 2 restaurants in Sydney in partnership with my brother. I also had a successful catering company during this time. During my student years I enjoyed consistent work in the hospitality industry in Sydney.

Languages

Mother tongue English and excellent spoken Hungarian

Education

1972 – 1975 **Ballina High School (Sue van Kempen)**

1976 – 1978 **Brisbane Girls' Grammar School**

1979 – 1982 **Sydney College of the Arts**

Visual Arts Degree

Ceramics and Photography

1984 – 1986 **Sydney College of the Arts**

Post Graduate Diploma

Ceramic Sculpture