

Mr Damien Hughes  
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## Curriculum Vitae – Short version

### Summary

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During my career I have developed a highly customer focused work ethic; this is demonstrated in my performance to complete multiple tasks on time and to a high standard. My current role has given me experience in working in both a team environment and on individual projects. My commitment to quality administration practices continues to be a cornerstone for reaching workplace goals.

My management experience includes working with a diverse range of external and internal stakeholders. My ability to accept high levels of responsibility, work under pressure, make strategic plans and demonstrate leadership has made me a valuable team member. In my role I have also demonstrated analytical skills in extensive financial and grant management tasks.

### Employment

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Current position (since May 2008), **Chief Operations Officer**  
ARC Centre of Excellence for Quantum-Atom Optics (ACQAO)  
The Australian National University

December 2007 to May 2008

**Finance Officer**, Department of Broadband Communication and the Digital Economy

April 2003 to December 2007

**Finance and Department Administrator**, The Australian National University

2002 - 2006	Owner/Operator	Formalwear Express Franchisee
1999 to 2001	Owner/Operator	VIP Home Services Franchisee
1996 – 1999	Second Assistant Manager	McDonalds (Dickson & Fyshwick)

## Publication

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H. Bachor and D. Hughes, (2009), 'A meeting of two parallel worlds', Australian Physics Journal, Vol.46 No.5, p.139

## Professional Development

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Current Study: Monash University Bachelor of Business Management

2003 Griffith University: Certificate in Franchise Structure and Management

1995 Canberra Institute of Technology: Certificate in Business Communication

## Summary of participation in short courses

Course Name	Skill Development	Date
Excel 2003: 4 Advanced	Excel	February 2010
Email Essentials	Communication	August 09
PyksisTechnology Commercialisation Program	Commercialisation	May 2008
Writing Effective Applications	Communication	September 2007
ANU Stats & Excel Pivot Tables	Excel	August 2007
ARIES Report Writer - Grants Module	Database	December 2006
ARIES Grants Module – Basic Data Entry	Database	December 2006
Effective Meeting Skills	Communication	June 2005
Student System Overview	Administration	May 2005
Student Results Processing	Administration	May 2005
Dreamweaver: 1 Beginners	Web Design	February 2005
Goods and Services Tax Basics	Finance	October 2004
Fringe Benefits Tax Basics	Finance	October 2004