

Curriculum Vitae

# Nan Berrett



PO Box 3756, Clare, SA 5453  
Ph: 08 88423506  
Mob: 04007 42692  
email: [nan@wordsolutions.com.au](mailto:nan@wordsolutions.com.au)

---

## **RELEVANT EMPLOYMENT HISTORY**

---

### **World Solutions Sole Trader**

#### **May 2013 to present**

Marketing and media services, social media training, public speaking training, editing, grant writing and other writing related services to local government & small business.

#### **Presentations**

- May 2013 Guest speaker, newly forming Zonta Club of Mt Barker.
- May 2013 Poetry Workshop, HATS Inc, Auburn
- May 2013 Host/presenter “Let’s Get the Region Talking” Mental Health Forum through Member for Frome MP Geoff Brock.
- June 2013. Launch/presenter A Partnership with A Purpose – Dianah Mieglich and John Rohde Senate team.
- June 2013. Opening of Karen Hammat Art Exhibition, Mt Surmon Wines
- 2013 Rebranding committee member, SA Country Carers.
- August 2014 MC Suicide Prevention Information Evening, Mid North Freemasons.
- Oct 2014 MC Back2Basics Suicide Action Plan launch, Clare.
- 2014 Various public speaking engagements, Zonta Clubs throughout SA.
- 2015 MC/presenter author Meredith Appleyard Book Launch (Penguin Aust).
- 2015 Various public speaking engagements, Zonta Clubs throughout SA
- 2016 Leadership Workshop Planning & Presentation, Zonta Clubs SA.
- 2016 MC/presenter author Meredith Appleyard Book Launch (Penguin Aust)
- 2017 Launch & MC author Meredith Appleyard Book Launch (Penguin Aust)

#### **Business Presentations**

- 2013 Facebook training & support for local government (Clare & Gilbert Valleys Council, District Council of Lower Eyre Peninsula, Coorong District Council)
- June 2013 Presentation to Mid North Freemasons re Web pages.
- July 2013 Co-presenter Marketing & Promotion to SA Country Carers.
- July 2013 Facebook for Not for Profit Groups presentation, Zonta Area 2 Workshop.
- Dec 2014 Social media workshop, Yorke & Mid North Regional Development Board & Upper Spencer Gulf Common Purpose Group.
- April 2015 Social Media for Business – beginners – Balaklava Business Group
- April 2015 Social Media for Business – advanced – Balaklava Business Group
- June 2015 Facebook for Community – Saddleworth Community Centre & Library.

- August 2015 Social Media for not for profits & individuals – Public Schools Club, Adelaide.
- August 2015 Social Media training for Hopes Café, refugee assistance project.
- 2014/2015 Various Social Media small workshops one/on/one for community groups, businesses and individuals.
- Nov 2015 Business presenter – Gals In Business, Adelaide.
- Feb 2016 Social media presentation – Rocky River ‘Riters
- 2016 Author branding & visibility workshop – Gawler Festival of Words.
- Nov 2016 Social media training – Tailem Bend Business Association
- Feb 2017 Social media training – Art @ Auburn Collective
- Feb 2017 Social media & internet safety – Riverton Community
- Feb 2017 Social media for business – Clare
- July 2017 Adelaide Plains Festival of Words Workshop – Self Publishing
- 2017 Boost Your Biz workshop series – Clare
- 2017 Internet Safety – Zonta Club of Para District Area, Adelaide.
- 2017 Facebook for business (Department of State Development) @ Eudunda & Wallaroo.

### **Campaigns**

- 2014 Central Local Government Region ‘Making Regions Matter’ to coincide with State elections.
- 2014/15 Clare SA Masters’ Games 2015
- 2015 Variety SA – Bash Car – Team TAA fundraiser.
- 2016/17 Clare SA Masters’ Games 2017

### **Personal Business Development**

- Feb 2013 Goal Setting Workshop, Clare
- Feb 2013 Small Business Expo, Adelaide
- April 2013 Facebook for Business 101, Clare
- April 2013 Online marketing for Artists, Burra.
- April 2013 Digital Enterprise Workshop on Wordpress for Business, Mawson Lakes.
- May 2013 Community Fundraising Essentials, Watervale
- May 2013 Live Streaming, 2-day Connecting Up Conference on electronic media for not for profits, Clare
- 2014 Various Social Media Seminars
- 2014 Graduate 10 Month Coaching for Business Success Program, Polaris Centre, Mawson Lakes.
- 2015 Video Testimonial Workshop
- 2015 Creating Content for Social Media
- 2015 Customer Service, Clare.
- 2015 Safe Food Handling Certificate
- 2016 Instagram Marketing Training
- 2016 How to Pitch (publishing) workshop
- 2016 Graduate 2016 National Rural Women’s Coalition e-Leaders Social Media program
- 2016 Various Social Media seminars
- 2017 Various Social Media seminars
- 2017 Participant: Emerging Leaders Program

### **Grant & Award writing successes**

- 2010 Advantage SA Awards Arts Category Runner Up - Tumbadrum
- 2010 Volunteering SA Grant – Zonta Club Clare & Districts - \$1,000.
- 2011 Advantage SA Awards Arts Category Runner Up – Tumbadrum
- 2012 Advantage SA Award Arts Category Winner – Tracy Vandeppeer.
- 2013 Regional Development Australia Grant , \$420,300 Clare & Gilbert Valleys Council Rattler Trail, partly supported with writing.
- 2013 Lower North Health SPOKE Grant Clare Writers’ Festival \$1,000
- 2013 Office or Volunteers, training grant, \$1,260.
- 2013 Volunteering SA grant – Zonta Club of Clare & District \$1,500
- 2013 Clare & Gilbert Valleys Council grant for Clare Writers’ Festival \$2,000 annually **recurring**.
- 2013 Advantage SA Regional Awards Community Category runner up – Zonta Club of Clare & Districts.
- 2014 Advantage SA Regional Awards Arts Category Runner Up – Clare Writers’ Festival
- 2016 Contemporary Music Artist Development Touring grant for client - \$5,000
- 2017 Volunteering SA Grant - Zonta Club of Clare & Districts - \$2,000

### **Northern Argus newspaper, Clare, SA February 1989 – March 2012**

#### **Position: Senior Journalist**

The Northern Argus is a weekly newspaper with a circulation through the Mid and Lower North of South Australia. The publication deals with local and community news, as well as topical issues of interest. It has a reputation for dealing sensitively and accurately with a range of topics and is strongly “community” orientated. I believe, that over the years, I have contributed greatly to this reputation.

#### **Responsibilities**

- Initiating my own workload – scheduling appointments, interviewing and writing articles.
- Meeting weekly and daily deadlines
- Meeting with a wide range of community members, business people and community leaders and visitors to the region.
- Reporting accurately and fairly.
- Supporting work experience students and cadet journalist.
- Processing emails, media releases and enquiries.
- Uploading the Northern Argus content onto the web and website management.

#### **Achievements**

Successful in bringing a range of pertinent issues to the attention of the wider community, including matters relating to youth, raising awareness and creating an avenue for change.

Shortlisted and winner of numerous awards highlighting the value of my work as a journalist and community voice.  
I have been a major contributor to the editorial content of the Northern Argus.  
Member of the award winning Best Newspaper in Rural South Australia Team, 2004.

## **Box Hill Institute of TAFE**

**September 2002 – 2004**

### **Position: Tutor in e-business modules for Graduate Certificate in e-business – on-line delivery**

Box Hill Institute is one of Victoria's premier TAFE institutes offering a complete education and training service to industry and the local community.

#### Responsibilities

- Delivery of on-line tutoring in e-business certificate subjects including – Outsourcing, Web Marketing, Finance Issues, Legal Issues, and Change Management.
- Responsible for setting lessons plans, communicating with students and supporting their learning platform.
- Responsibility for marking and grading their end of course projects, providing feedback and results in a prompt and timely manner.
- Conducting necessary research to keep up to date in the constantly changing trends of the e-business climate.

#### Achievements

- Developing a positive working environment with students to enable them to achieve optimum learning outcomes.

---

## **BUSINESS HISTORY**

Owner/director Remedies of Clare Health Food Store	2007-2008
Owner/Consultant word Solutions	2013-present

---

## **SKILLS SET**

- Excellent oral and written communication skills.
- Proficient workshop presenter (fiction writing, journaling, poetry, social media, media)
- Ability to analyse and understand complex issues.
- Problem solving
- Able to work methodically, in a linear manner, to achieve planned outcomes in a timely fashion.
- Great networking skills.
- Large contacts data base within the Mid and Lower North.
- Large contact base in Government Departments – all levels.
- Good negotiating skills.

Ability to work well as a team member. Ability to work well in isolation.  
 Good motivator.  
 Computer literate  
 Current driver's licence.  
 Social Media management & marketing  
 Enthusiastic and positive outlook.

---

## **RELEVANT EDUCATION**

<b><u>Certificate IV Training &amp; Assessment – partially complete</u></b>	2016
<b><u>Certificate in Public Relations &amp; Event Management (Open Colleges)</u></b>	2015
<b><u>Certificate III Micro Business Operations</u></b>	2013
<b><u>Volunteering SA&amp;NT</u></b>	
Grant Writing workshop	2012
Risk Management workshop	2012
<b><u>Rural Press Ltd</u></b>	
Defamation Law	2006
<b><u>Deakin University</u></b>	
Postgraduate Certificate (Country Journalism)	2000
<b><u>Murray Institute of TAFE (Clare Campus)</u></b>	
Certificate IV Marketing	2000
Subjects successfully completed: Business Law, Basic Marketing, Small Project Management, Consumer Behaviour, Business Ethics.	
<b><u>Rural Press Ltd</u></b>	
Time Management	1999
News Photography	2000
<b><u>Certificate in Public Relations (Australia)</u></b>	
<b><u>Royal Society of Arts (UK)</u></b>	1979
English Literature - Diploma	1969
English Language - Diploma	1969

–

---

## **AWARDS**

1999	SA Institute of Justice Studies Awards for Media Excellence – Best Special Feature Print
2001	Premier's Certificate of Appreciation in recognition of Outstanding Volunteer Service.
2002	Member of successful team to win a <b>premier industry award</b> , the Country Press SA Best Newspaper (under 5000 distribution category).
2004	Inaugural SA Media Awards- <b>Winner</b> – Best Lifestyle Feature.
2004	SA Youth Media Awards – finalist for Best Feature.
2004	Country Press Awards-Excellence in Journalism- <b>3<sup>rd</sup> Place</b> .
2005	SA Media Awards – <b>Winner</b> – Best Coverage of Rural & Regional Affairs.
2005	SA Media Awards – Finalist – Best Print Lifestyle Feature
2005	SA Media Awards – Finalist – Best coverage of Social Equity Affairs
2005	Heide Taylor Achievement Award “The World of the Arts” Nomination for initiative and creativity.
2006	SA Media Awards – Finalist – Best Coverage of Sport

- 2007 SA Media Awards – -Finalist-Best Lifestyle Feature  
2007 Country Press Awards - Excellence In Journalism **Runner Up.**  
2008 SA Media Awards – Finalist Best Print Lifestyle Feature  
2009 SA Media Awards – **Special Commendation** Best Print News Feature  
2009 SA Media Awards – **Special Commendation** Best Print News Report  
2009 SA Media Awards – Finalist Best Coverage Rural/Regional Affairs  
2011 SA Media Awards – Finalist Best Sports Photography; Finalist Best Coverage of Sport.  
2012 SA Media Awards – Finalist Best Coverage Rural/Regional Affairs.  
2016 International Women’s Day Irene Bell Award

---

## **PROFESSIONAL ORGANISATIONS**

---

Media Entertainment & Arts Alliance  
Fellowship of Australian Writers  
SA Writers Centre  
International Fellowship of Agricultural Journalists  
Rural Media South Australia  
Romance Writers of Australia  
Clare Valley Business & Tourism Association

---

## **RECENT RELEVANT ACHIEVEMENTS**

---

Project management of tourism product for Coorong District Council.  
Project management of the development of a Tailem Bend Business Association.  
Local councillor training (Local Government bodies)  
Development of Communications Strategy (local government)  
Development of Social Media Policies (local Government)  
Graduate 2016 National Rural Women’s Coalition e-Leaders Social Media program  
Participant 2017 Emerging Leaders Program

---

## **COMMUNITY INVOLVEMENT**

---

### **CURRENT:**

Secretary, board member and past president, Zonta Club of Clare & Districts  
Festival co-Director and media officer of Clare Readers & Writers Festival.  
Community Member Clare Dry Zones Working Party.  
Secretary, Valley Writers Group  
Secretary, Armagh Community Committee.  
Life Member Clare Pony Club  
Dressage Judge

### **PAST:**

Zonta District 23 Area 2 Director (South Australia & Northern Territory) 2014-2016 Biennium.  
Board member 2010-2015 Country North Community Services  
Vice Chair, Independent Arts Foundation (Clare Valley Branch)  
Executive Committee Member and Media Liaison for HATs Inc (Heritage Arts & Traditions).

Badge Day volunteer, Country North Community Services & Childhood Cancer.  
Committee Member VAPAA Inc (Visual & Performing Arts Association, Clare Valley  
& Mid North).

Member Tumbadrum African drumming ensemble raising funds for children with  
disabilities in Africa and providing community drumming to local charities.  
Committee member 2008 & 2009 South Australian Living Artists Festival Committee  
(Clare Valley Region)

---