

# CURRICULUM VITAE

## Thomas Leon Phippen

### Personal Details

Telephone	0412 36 26 26
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Date & Place of Birth	3 November 1980, Hornsby.

### Education

#### Higher School Certificate

Knox Grammar School  
1993 - 1998

#### Bachelor of Business Administration

University of Newcastle  
2000 - 2004

#### Certificate of Registration

Real Estate Institute of NSW  
2002

#### Advanced Diploma Property Services (Valuation)

Sydney Institute of TAFE  
2016

#### Australian Valuers Institute

Certified Property Valuer No.510

### Additional Education and Training

- Occupational Health & Safety Induction Training for Construction (Green Card)
- Building Services Authority Certificate of Competency
- Toastmasters International Introductory Course
- Knox Cadet Corps (JNCO) Officer Training & General Survival Courses
- Advanced Deep-Water Scuba Diving Certification

# Employment History

April 2003 - Sept 2003

Estate Properties of Australia

Position:

**Sales Consultant**

The sales consultant role at Estate Properties of Australia involved marketing and selling new 'off-the-plan' apartments and townhouses, as well as vacant land around New South Wales. The work was lucrative and very competitive. The most significant component of this position was negotiating sales and helping purchasers through conveyancing and finance matters. I developed good relationships with clientele and enhanced my people skills, which I believe to be transferable to any undertaking.

Responsibilities:

- Arranging appointments, meeting clients for inspection of display suites and explanation of the developments at the site locations;
- General correspondence to existing clients and responding to new telephone and mail inquiries;
- Composing and distributing publications and brochures;
- Lead creation through door knocking, telemarketing and trade expositions;
- Maximising the product's exposure to potential buyers and increasing awareness of current and future projects.

October 2005 - August 2006

Hunter & Bloomfield - Estate Agency

Positions:

**Property Manager / Branch Manager**

I joined the team at Hunter & Bloomfield at their relatively young real estate agency in Canary Wharf, London in 2005. Initially accepting the position of Office Manager, I soon took over the responsibilities of the Property Manager as well. When a second office was opened in Whitechapel six months later I helped plan and establish the new branch and worked from that office thereafter. The role gave me the opportunity to undertake familiar tasks in a new environment. I also conducted the interviewing and hiring of new sales staff, and installed a new management information system which automated much of the property management.

Responsibilities:

- Property management: overseeing rental payments; drafting, typing and maintaining lease documentation; dealing with all maintenance and tenant issues; managing file systems.
- Office management: greeting and assisting customers with their enquiries; entering and uploading property information to real estate websites; preparing marketing brochures; maintaining information systems and providing IT assistance to co-workers.
- Maintaining, updating and distributing sales and rental lists;
- Consulting sales and letting executives for weekly briefs;
- Various filing, banking and office management tasks.

Sept 2003 - 2005 & 2007 - Present

**Abbotts Valuers**

Positions:

**Assistant Valuer / Office Manager / Co-Director**

I have enjoyed working for our family owned valuation firm, on and off, for nearly 20 years. A valuer has a great job, as it involves travelling to a huge variety of locations to inspect properties that require valuation. The constant travelling and meeting of different people on a daily basis is a fresh and fulfilling activity. Thanks to my father, Peter Phippen, who founded Abbotts Valuers in 1996, I have had the opportunity under his mentoring to gain a very good insight into the inner workings and wider economic effects of the property market. Working with and learning from a large number of highly regarded valuers has also presented me with a good network of valuation professionals in Australia.

Over the last two decades I have assisted with providing valuations for almost every imaginable purpose, including mortgage security; pre-sale and pre-purchase assessments; statutory acquisitions and resumptions; lease and rental disputes and negotiations; objections to statutory assessments and land tax; valuations for a variety of insurance and related purposes; and valuations for use in litigation matters.

I am an Associate of the Australian Valuers Institute, and a Certified Property Valuer.

Responsibilities:

- Responding to internet, mail and telephone enquiries;
- Maintaining office management and internal information systems;
- Meeting clients and performing inspections of residential, commercial and industrial properties in both city and rural areas, including preparing photographic portfolios of the properties;
- Using Internet and local government resources for researching local real estate markets and gathering evidence for their outlook;
- Consulting local real estate agents and valuers and gathering market evidence;
- Drafting, typing and compiling valuation reports; and
- Attending conferences with clients, their legal representatives, and/or the opposition in various disputes involving property.