

Profile	
<p><b>Anthony (Tony) Whiteside</b></p> <p>Citizenship : Australian</p>	<p>Telephone: 0407-256-626</p> <p>e-mail : <a href="mailto:tony@ccd.com.au">tony@ccd.com.au</a></p> <p>Address : 11 Pecan Close, St Clair NSW</p> <p>LinkedIn : <a href="http://au.linkedin.com/pub/anthony-whiteside/21/490/313">http://au.linkedin.com/pub/anthony-whiteside/21/490/313</a></p>
<b>Objective</b>	<p>I have extensive experience in Project Management, Property and Facilities Management, IT Infrastructure Systems and Service and delivery. One my strengths is my ability to adapt to new situations and problems. While I have been at Canon for over 30 years I have had several distinct careers in that time and not only do I embrace change I believe I actively drive it.</p>
<b>Availability</b>	Immediately

Summary of Experience	
<b>Property &amp; Facilities Management</b>	<b>Canon Oceania</b>
<p>Directly responsible for all of Canon Oceania Properties and Facilities. I have looked after all aspects of 24 sites in Australia and New Zealand from finding the new buildings as required to the make good and disposal of the properties at the end of the lease. I have excellent negotiation skills and I understand the process fully. I believe that I delivered Canon some outstanding results in the property area including:</p> <ul style="list-style-type: none"> <li>• Reduced Canon Australia's property expenses from \$19M in 2005 to \$15.1M in 2011</li> <li>• Sourced and delivered 9 state of the art and increasingly more energy efficient Canon offices. All of them on time and within budget.</li> <li>• Successfully negotiated 12 leases as a Tenant and 4 leases as a Landlord.</li> <li>• Managed 9 "Make Good" negotiations and subsequent building works.</li> </ul>	
<b>Project Management</b>	<b>Canon Australia</b>
<p>I have extensive project management experience. These projects have been in a broad spectrum of areas from Property to IT Infrastructure. My involvement has always meant understanding what we are doing and getting deep into the design of the project. I don't believe in just accepting what is being offered. I need to understand that the solution that is installed will be the best for what we are trying to achieve. Over my 20 years in the Administration Department of Canon Australia I have directly managed many projects including:</p> <ul style="list-style-type: none"> <li>• Supply and installation of over 20 PABX and telephone systems</li> <li>• Supply, Design and Installation of 2 complete voice networks resulting in over \$500k savings pa.</li> <li>• 30+ fit-out and/or refurbishment projects including 30,000m<sup>2</sup> of office space and over 50,000m<sup>2</sup> of warehouse space.</li> <li>• Project Managed 10 complete office relocations and been involved in a further 9 relocation projects.</li> <li>• Project managed the complete upgrade of all IT Infrastructure (cabling) in 11 active sites.</li> </ul> <p>My involvement has always been from initial budgets through the design stages (including doing all of the CAD drawings in most cases) to the sourcing, co-ordination and supervision of contractors.</p>	
<b>System Design and Innovation</b>	<b>Canon Australia</b>
<p>I have always prided myself on the fact that I have been involved in and often directly responsible for the many of the technological advances made in Canon over the past 20 years. I have the ability to review a situation, see a need for change and provide the required business case and technical expertise to drive that change. Some examples of which I am extremely proud are:</p> <ul style="list-style-type: none"> <li>• Design and installation of Canon's first Voice network resulting in annual savings in excess of \$500k.</li> <li>• Installation of Canon's first PC network, National Wide Area Network and E-Mail system.</li> <li>• Managed and conducted the first complete IT Equipment Audit in Canon including Software standardization, Anti-virus installation.</li> <li>• Implementation of Canon's first Disaster Prevention Strategy including the supply and installation of 2 large generators, UPS and transfer switches, the supply of redundant power feeds, Telephone services and internet access.</li> <li>• Supply and installation of energy efficient systems and upgrades including power factor correction, air-conditioning control systems, improved lighting control systems and Green Star implementations in new buildings and refurbishments.</li> <li>• Designed, Wrote and implemented a fully integrated database to manage all aspects of my responsibilities from fleet management, property and facilities management to Telstra bill management.</li> </ul>	

<b>Career Summary</b>		
2005 to 2011	Property, Facilities & Project Management	Canon Oceania Pty Ltd
1991 to 2005	Technical Facilities & Project Management	Canon Australia Pty Ltd
1988 to 1991	Finance, Accounting and Administration	Canon Australia Pty Ltd
1981 to 1988	Service delivery and Support	Canon Australia Pty Ltd
1976 to 1981	Retail Industry	Various

<b>Key Skills</b>	
<b>General Management Skills</b>	
<p>I have had the following General management experience:</p> <ul style="list-style-type: none"> <li>• 20 years in a management role.</li> <li>• Responsible for a team of 11 people across the company.</li> <li>• Reported directly to CFO and had to deal with everyone in the company up to, and including, Board of Director level discussions and presentations.</li> <li>• Responsible for an annual operational budget of over \$20M including Divisional, Property and Fleet reporting.</li> <li>• Responsible for mid-range and long range planning for the Property department.</li> </ul>	
<b>Technical Skills</b>	
<p>I have extensive experience and am highly Proficient with a vast array of applications, programming languages, concepts and technologies, including:</p> <ul style="list-style-type: none"> <li>• Microsoft Project, Word, Excel, Outlook, PowerPoint, Access, Publisher etc.</li> <li>• AutoCAD, Visio</li> <li>• Networking fundamentals</li> <li>• Access, SQL, Oracle</li> <li>• PC Architecture and design</li> </ul>	

<b>Detailed Roles and Responsibilities</b>		
<b>June 2008-2011</b>	<b>Manager Property &amp; Facilities</b>	<b>Canon Oceania Pty Ltd</b>
	<ul style="list-style-type: none"> <li>• Facilities/Property Management Australia &amp; New Zealand – 24 Sites</li> <li>• Find new properties</li> <li>• Lease negotiation</li> <li>• “Make Good” negotiation and completion</li> <li>• Managed all internal fit-outs and relocations.</li> <li>• Contract negotiation</li> <li>• Manage NSW warehouse operations</li> <li>• Manage a team of 11</li> <li>• Manage a budget of \$20m+</li> </ul>	
<b>June 2005 -2008</b>	<b>National Facilities Manager</b>	<b>Canon Australia Pty Ltd</b>
	<ul style="list-style-type: none"> <li>• National Fleet Manager Managed 500+ vehicles</li> <li>• FBT Calculations and reconciliations</li> <li>• Novated Lease management</li> <li>• National Facilities/Property Management – 11 Sites</li> <li>• Find new properties</li> <li>• Lease negotiation</li> <li>• “Make Good” negotiation and completion</li> <li>• Managed all internal fit-outs and relocations.</li> <li>• Contract negotiation</li> <li>• Manage NSW warehouse operations</li> </ul>	

## Detailed Roles and Responsibilities Cont...

<b>2001 - June 2005</b>	<b>Technical Facilities Manager</b>	<b>Canon Australia Pty Ltd</b>
	<ul style="list-style-type: none"> <li>Fleet Management 700+ Cars</li> <li>PABX Management – National</li> <li>Telstra Account Management</li> <li>Mobile Phone Management</li> <li>Voice Network Management</li> <li>Energy Management – National</li> <li>Managed all internal fit-outs and relocations.</li> <li>Database design and management</li> </ul>	
<b>1995 - 2001</b>	<b>Assistant Manager, Technical Facilities</b>	<b>Canon Australia Pty Ltd</b>
	<ul style="list-style-type: none"> <li>PABX Management – National</li> <li>Energy Management – National</li> <li>Voice Network Management</li> <li>Telstra Account Management</li> <li>Manage all PABX and Infrastructure Projects</li> <li>Database Design and management</li> </ul>	
<b>1991 - 1995</b>	<b>Technical Facilities Coordinator</b>	<b>Canon Australia Pty Ltd</b>
	<ul style="list-style-type: none"> <li>PABX Management - Nth Ryde</li> <li>PC/Network Support.</li> <li>Software Management</li> </ul>	
<b>1988 - 1991</b>	<b>Assistant Manager Finance &amp; Accounting</b>	<b>Canon Australia Pty Ltd</b>
	<ul style="list-style-type: none"> <li>Sales Administration</li> <li>Contract Management</li> <li>Facilities/Property Management</li> <li>PABX Management - Nth Ryde</li> <li>Managed the Installation of Nortel SL-1 PABX at Nth Ryde</li> <li>Managed Call Data Recording Software (Calltrak)</li> </ul>	
<b>1987 - 1988</b>	<b>Area Supervisor – Copier Service</b>	<b>Canon Australia Pty Ltd</b>
	<ul style="list-style-type: none"> <li>Service Administration</li> <li>Managed a team of 20 technicians</li> <li>Resolved customer issues</li> <li>Training and grading of service technicians</li> </ul>	
<b>1986 - 1987</b>	<b>Technical Team Leader – Copier Service</b>	<b>Canon Australia Pty Ltd</b>
	<ul style="list-style-type: none"> <li>Managed a team of 10 technicians</li> <li>Provided second level support for field technicians</li> </ul>	
<b>1985 – 1986</b>	<b>Installation Coordinator – Copier Service</b>	<b>Canon Australia Pty Ltd</b>
	<ul style="list-style-type: none"> <li>Managed a team of 3 technicians and 3 customer trainers</li> <li>Co-ordinated the installation of new photocopiers</li> </ul>	
<b>1981 – 1985</b>	<b>Photocopier Technician – Copier Service</b>	<b>Canon Copiers Australia Pty Ltd</b>
	<ul style="list-style-type: none"> <li>Service and repair photocopiers</li> <li>Technician of the year 1982, 1983, 1984</li> </ul>	
<b>1979 - 1981</b>	<b>Store Manager</b>	<b>Romida Sports – Oldham UK</b>
	<ul style="list-style-type: none"> <li>General running of store</li> <li>Manage Staff of 2</li> <li>Inventory Management</li> <li>Cash reconciliation</li> </ul>	
<b>1973 – 1979</b>	<b>Shop Assistant/ Assistant Store Manager</b>	<b>David's Disposals – Parramatta</b>
	<ul style="list-style-type: none"> <li>General Shop Duties</li> <li>Part time while at school and university</li> </ul>	

## **Other Information**

### **Awards and Recognition**

*I have received the following Major awards while at Canon:*

- *June 2011*                      *Canon Sanji Sprit Award*
- *December 2010*              *Canon Shogun Award for Excellence in Property*
- *December 2001*              *Canon – Oceania Award for Excellence*
- *April 1997*                      *Canon – Award for Excellence*
- *August 1996*                   *Canon – Award for Excellence*
- *July 1992*                      *Canon - 100% Plus Achievers Award*
- *April 1991*                      *Canon – 100% Plus Achievers Award*
- *October 1988*                 *Canon – 100% Plus Achievers Award*
- *December 1982*               *Copier Technician of the Year*
- *December 1983*               *Copier Technician of the Year*
- *December 1984*               *Copier Technician of the Year*

### **Interests and Hobbies**

- *Photography*
- *Reading*
- *Computer Programming*
- *Logic Puzzles*
- *Aviation and Flying (I hold a Private Pilot's License)*
- *Movies and TV*
- *Travel*
- *Technology (He who dies with the most toys wins.)*

### **Referees**

- *Available on Request*