

# **CURRICULUM VITAE**

**Thomas Leon Phippen**

## Personal Details

Mobile Phone	0412 362 626
Email	tom@hippen.com.au
Date & Place of Birth	3 November 1980, Hornsby NSW.
Marital Status	Single.

## Education

**Higher School Certificate**  
Knox Grammar School  
Wahroonga NSW  
1998

**Bachelor of Management**  
University of Newcastle  
Central Coast Campus  
2004

**Certificate of Registration  
(Valuation)**  
Real Estate Institute  
Sydney NSW  
2002

**Adv. Dip. Property Services**  
  
Institute of TAFE  
Sydney NSW  
2016

## Additional Education and Training

- Professional Bar & Cocktail Course, Alex Beaumont's Hospitality Training College
- Responsible Service of Alcohol (RSA) Statement of Attainment
- 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 Certificate.

## Employment History

<b>Employer</b>	<b>National Hire</b> Willoughby NSW
<b>Period</b>	February 2002 - April 2003
<b>Position</b>	Driver / Yardhand

### Position Profile

This role at National Hire (now known as Cat Hire) generally comprised 3 different areas of responsibility - Delivery and Pickup; Service, Maintenance and Repair; Customer Inquiry and Assistance. The position provided me with a very good working knowledge of electrical and petrol powered tools/machines, the proper procedures for detecting faults, the basic properties of electricity, and necessary safety requirements. And also a broad familiarity with Sydney's streets, which has proved to be very beneficial in all subsequent employment.

### Responsibilities

- Organisation and storage of tools and equipment for both customer and branch deliveries & pickups;
- Coordinating efficient multi-delivery routes and maintain safe, secure methods of tying down equipment, and also storing it safely;
- Driving medium sized trucks, utilities and vans, and navigating all over Sydney;
- Inspection of all outgoing and incoming tools and equipment for faults / malfunctions;
- Assist other drivers with arrival and departure of large deliveries and pickups;
- Create and maintain relationships with customers; and
- Offer advice and recommendations to those who require assistance.

<b>Employer</b>	<b>Estate Properties of Australia</b> North Sydney NSW
<b>Period</b>	April 2003 - Sept 2003
<b>Position</b>	Sales Consultant

This position often required up to seventy hours per week and was in a very competitive environment, but was commission based and was often a lucrative role. The position encompassed marketing and selling new 'off-the-plan' apartments and townhouses, and also vacant land around New South Wales. The work was also quite varied - from the devoted database management of existing and new clients, to cold-calling and door-knocking to generate business leads. The most significant element in this position was negotiating sales and helping purchasers through conveyancing and finance matters. While I did not overly enjoy the soulless sales role, I am certainly grateful to have developed more enhanced customer relationship and better people skills, which I believe to be transferable to any position of employment.

### 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; and
- Maximising the product's exposure to potential buyers and increasing awareness of current and future projects.

## Employment History (Continued)

<b>Employer</b>	<b>Abbotts Valuers</b> Gordon NSW
<b>Period</b>	Sept 2003 - 2005
<b>Positions</b>	Assistant Valuer / Office Manager

I enjoy working for this family owned valuation firm as it involves travelling to various locations around Sydney and occasionally interstate to meet clients and inspect properties that require valuation. The constant travelling and meeting with different people is a fresh and fulfilling activity. This position has given me a good insight into the inner workings of the property market. Working with and learning from several certified valuers has also presented me with a wider spectrum of knowledge in this field.

### Responsibilities

- Responding to internet, mail and telephone enquiries;
- Meeting clients and performing inspections of residential, commercial and industrial properties in both city and rural areas, including photographing 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;
- Taking photos of properties and preparing annexures for reports; and
- Various filing and office management tasks.

<b>Employer</b>	<b>Hunter &amp; Bloomfield - Estate Agency</b> London UK
<b>Period</b>	October 2005 - August 2006
<b>Positions</b>	Property Manager / Branch Manager

In 2005 I moved to London to work and travel around Europe. I joined the team at Hunter & Bloomfield at their relatively young estate agency in Canary Wharf. 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 more or less automated much of the property management portion of my responsibilities. This was an immense relief to the director when my visa's permissible working period came to an end.

### 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 customers and assisting their enquiries, entering and uploading property information and photographs onto real estate websites, preparing marketing brochures, maintaining and providing assistance with office computers and the tricky photocopier, opening and closing the office each day, being available to assist co-workers.
- Maintaining, updating and distributing sales and rental lists;
- Consulting sales and letting executives for weekly briefs; and
- Various filing, banking and office management tasks.

## Employment History (Continued)

Employer	Abbotts Valuers Gordon NSW
Period	November 2005 to Present
Positions	Assistant Valuer / Certified Professional Valuer / Partner

My People skills, and particularly my valuation skills, improved considerably to the point that I have become a Certified Professional Valuer with the Australian Valuers Institute, and I have become a Partner in the firm. We have continued to increase our turnover annually and are today considered the leading firm providing valuations for various litigation purposes.

### Responsibilities

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- Consulting local real estate agents and valuers and gathering market evidence;
- Drafting, typing and compiling valuation reports;
- Taking photos of properties and preparing annexures for reports;
- Various filing and office management tasks; and
- Every other task required to be performed by a leading property and business valuation firm.

# ABBOTTS VALUERS

## CORPORATE PROFILE

<b>BUSINESS NAME</b>	<b>Abbotts Valuers,</b> incorporating Peter Phippen & Associates, est. 1978.
<b>NATURE OF BUSINESS</b>	Valuers / Appraisers of Real Property (Freehold & Leasehold) & Corporations & Businesses; Land Economists, Property Consultants and Advisers. Qualified & Authorised to value all types of Property & Entities to any value Without Limitation.
<b>PRINCIPAL</b>	Peter Irwin Phippen, LFAVI, AAPI. Certified Master Valuer, Certified Practising Valuer, Property Consultant & Land Economist, Life Fellow of the Australian Valuers Institute, Qualified & Authorised Valuer Without Limitation, Director of the Australian Valuers Institute from 2000 to 2015, Associate Member of the Australian Property Institute.
<b>ADDRESS</b>	802 Pacific Highway, Gordon NSW 2072, AUSTRALIA.
<b>TELEPHONE</b>	61 2 9844 5400 / 0408 229 207
<b>E-MAIL</b>	info@abbottsvaluers.com.au
<b>WEB SITE</b>	<a href="http://www.abbottsvaluers.com.au">http://www.abbottsvaluers.com.au</a>

## PROFESSIONAL APPOINTMENTS

<b>REAL PROPERTY</b>	Mr. Phippen has acted throughout Australasia as agent / consultant and / or valuer / appraiser for tens of thousands of freehold and leasehold owners and occupants of all types of Real Property including :  Torrens Title, Community Title, Strata Title, leasehold and freehold;  Tourism / Resort - vacant land, developed and en globo, freehold and time-share apartments and villas in coastal resorts and estates,
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caravan parks, maritime leaseholds and permissive occupancies.

Licensed Premises - leasehold and freehold hotels, motels, restaurants  
and reception/function/convention centres and facilities.

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Residential - vacant land, developed and en globo; houses of all types and sizes, apartment blocks, density developments, individual apartments / penthouses / home units / town houses / villa homes / flats.

Commercial / Industrial / Retail - development sites, offices, office blocks and towers, showrooms, factories, workshops and warehouses, low and high rise, suburban shops, and local and regional shopping centres.

Rural - vacant land, developed and en globo, broad acre grazing, cropping and mixed farms, olive and fruit orchards, vineyards and wineries, vegetable/floral market gardens.

Special Uses - including hospitals & medical centres; mobile home parks; marinas & dockyards; schools; nuclear facilities; freeways; etc.

Resumptions & Acquisitions, Statutory Valuation Objections - valuations of whole or part properties for acquisition or resumption by Local, State and Federal Government Departments / Authorities, and Statutory Land Valuation & Land Tax Objections.

**CORPORATIONS** Mr. Phippen has acted as agent, consultant and / or valuer / appraiser for  
**& BUSINESSES** owners of corporations and registered businesses of all types and sizes and for many different purposes including sale and purchase, pre-sale and pre-purchase assessments, mortgage security, internal accounting and Public Company statutory reporting and prospectus requirements.

## **CLIENT LIST**

Abbotts Valuers and Mr. Phippen have provided their professional services to many of Australia's most prominent firms of Accountants, Architects, Banks & Other Financiers, Insurance Companies, Property Developers, Real Estate Agencies, and Solicitors and Barristers, as well as State and Federal Government Departments/Authorities. Because Abbotts clients rely on a guarantee of total confidentiality, names cannot be published, but they include, in addition to firms in the above categories, many captains of Australian industry, media personalities, colourful sporting and ethnic identities, as well as a number of politicians, including Federal and State M.P.'s, and Mr. Phippen has provided services to both major Australian political parties.

Abbotts Valuers and Mr. Phippen have provided services for every imaginable purposes, including valuations for 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 specialising in valuations for litigation purposes, i.e. for use in the Family Court, Land & Environment Court, and Local, Supreme and High Courts.

Abbotts Valuers provide a conscientious, expedient, confidential and highly professional service.

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