



Zoe Long



Zoe can provide an amazing range of expert services to your company, including Project Management within the corporate, Government and training organisation sectors. She is a results driven motivator with a track record of on time, on budget delivery of systems and processes that work, with a proven ability to solve business challenges through team oriented, innovative use of specialist strategies for organisational improvement and change management.

"Understanding and acting on business issues in concert with clients while supporting overall goals is one of my key objectives"

Her background is in Aviation and Finance, in both Human Resources Management and project work; she has experience in quality management, SAP environment and has held the position of industry judge for the Brisbane Training Awards.

Zoe has a unique ability to effectively interact with all levels of management and staff to assist them not only with the development of strategies and the introduction of change, but also with the implementation of strategies, and in solving difficult problems. Let Zoe effectively assess the efficiency of existing structures, and implement the changes required to achieve organisational agility, by streamlining your management and communication structures.

Zoe can assist your business in the following areas:

- Better Business Writing
- Report Writing
- Presenting with Confidence
- Training Small Groups
- Better Communication
- Conducting Effective Meetings
- Time Management
- Human Resource Management – An Overview
- Evaluating the HR Function
- Project Management – Fundamentals & Advanced
- Leading Managing, and Developing People
- Managing Organisational Change
- Coaching Skills for Managers
- Maximising Your Teams Capabilities
- Better Business Planning

Qualifications and Accreditations

- Masters in Project Management (Currently enrolled)
- Graduate Certificate of Environmental Management (Currently enrolled)
- Graduate Certificate of Management (Project Management)
- Bachelor of Teaching (Further Education & Training)
- Certificate IV in Workplace Assessment & Training



Suite 10 / 11 Beach Street
Port Melbourne Victoria 3207

+613 9676 9211 T
+613 9676 2499 F

admin@learningverve.com.au E
www.learningverve.com.au W

ACN 104 624 919
ABN 62 104 624 919