

CV of Walter R. Simmen

Summary

Contact with people of all walks of life
Analysing and Solving Problems
Down to earth and practical; Semi-retired

Experience

On-Site Assistant Manager in Award Winning Caravan Park **Waitomo NZ**
All work related to the running of the Park

Planning and Monitoring Officer, NZ Police Headquarters **Wellington NZ**
Managing Business Plans and Project Documentation
Setup efficient Systems and Procedures

Business Consultant + Stock Options Trader **Melbourne and Wellington NZ**
Secretary of the Greater Western Chamber of Commerce
Managing the setting up of two Business Groups
Compiling comprehensive Knowledge Base for Victoria University

Consul General **Houston, TX/USA**
Representing Switzerland in the US States of Texas, Arkansas, Colorado, Kansas, New Mexico and Oklahoma; Cayman Islands (UK)

Head of Diplomatic Mission **Wellington, NZ**
Plan and implement comprehensive Emergency Management
Plan for the Embassy, its staff and the Swiss Citizens, living in New Zealand (including self-reliant means of communication)

Information Technology Manager, Ministry of Foreign Affairs, **Berne, Switzerland**
Analyse needs of Diplomatic Missions and compile relevant reports. Set up schedule and successfully achieve installation of IT – equipment with team of up to 15 persons. Management of IT - Projects. Plan and supervise the compiling of IT User Manuals

Head of Chancery, Embassy of Switzerland **Moscow / USSR**
Head of Chancery and Security. Management of secure Communications with Foreign and Defence Ministry.
Management of Consular, HR and Administrative Affairs

Results of a 3 days Assessment Centre

Extraordinarily stable conduct, solid self-esteem, radiates calm and confidence. Works systematically, efficiently and is goal orientated; good mediator. Flexible attitude, very good use of bandwidth of possibilities, open-mindedness for new developments.
Excellent intellect; top rank in analytical test (compared to results of tests among a random sample of business leaders), logically and systematically structured presentations and papers
High ability for problem solving (analytical and systematically)


Languages

Fluent in English, French and German; some knowledge in Spanish

**Knowledge of
Software**

RMS Booking System, Xero Accounting Software, MS Word, MS Excel,
MS Power Point, MS Outlook etc

Contact me either by email at walter@simmenanderson.com or mobile phone 04 976 75105

You will find more information on our website www.simmenanderson.com