

Sam Sujatna

Tai Chi / Kung Fu Instructor

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BRIEF BIO

- Sam Sujatna is the First Board Certified Master Trainer in WA of the Tai Chi for Health Institute.
- Has been teaching and training Tai Chi for over 20 years.
- He is also a qualified Personal Trainer holding a Certificate III, Certificate IV in Fitness, Senior First Aid and Working with Children Check.
- He has competed and won medals in both State, National and International level tournaments.
- Sam is currently the President for the Kung Fu Wushu Western Australia Federation (KWWA).
- He is also an accredited Level 2 NCAS coach and NOAS Judging Official accredited with the Australian Sports Commission.
- Sam also serves as the Communications Manager for Kung Fu Wushu Australia (KWA). The peak body for Chinese Martial Arts in Australia.
- To add to his fitness and health knowledge, Sam has been trained under the Living, Longer, Living Stronger program and runs Tai Chi for Health workshops in coordination with organisations such as Arthritis & Osteoporosis WA and Injury Matters WA.

WORK EXPERIENCE

Communications Manager

Kung Fu Wushu Australia / Martial Arts Industry Association, Sydney NSW

Oct 2017 – Present

- Manage and maintain website and logo design work for the Association
- Produce content and branding material for company social media accounts
- Email management and set up
- Maintaining the martial arts industry database for the MAIA app
- Collating information and producing reports to the President of the Association
- Sourcing potential membership leads for the Association

President to the Board

Kung Fu Wushu Western Australia, Perth WA

April 2017 – Present

- Dealing with the Association's correspondence
- Consulting with the Chairperson regarding business to be conducted at all meetings
- Preparing and disseminating notices, agendas and minutes for all meetings
- Taking full and accurate minutes at committee meetings and general meetings
- Maintaining membership register for WA Association
- Maintaining and safe keeping of documents and financial records for the WA Association
- Maintaining an up-to-date copy of the WA Association rules and constitution
- Sourcing potential membership leads for the Association

Tai Chi / Master Trainer (Business Owner)

Perth Tai Chi Academy, Canning Vale WA

Oct 2010 – Present

- Accredited Tai Chi for Arthritis instructor to deliver Tai Chi for Arthritis programs at various locations
- Produce numerous Tai Chi curriculum
- Conduct daily Tai Chi classes

- Conduct monthly Tai Chi workshops
- Actively promote healthy and active lifestyle through Tai Chi

Multimedia Officer

Australian Institute of Fitness, Perth WA

Oct 2009 – Oct 2010

- Develop multimedia and web marketing and monitoring internet usage
- Oversee and create content for company and social media websites
- Maintaining and monitoring of institute website
- Providing basic IT support and liaising with IT vendor

Administration Officer

Australian Institute of Fitness, Perth WA

Oct 2007 – Oct 2009

- Provide administrative assistance to Teaching and Sales teams
- Produce content for company social media
- Maintaining student database
- Accounts processing
- Consolidating information and producing reports to Sales team
- Oversee general ordering of office consumables and equipment
- Managing switchboard and reception desk

Fitness / Gym Instructor

Jetts 24 Hour Health Club, Willetton WA

Jul 2009 – Dec 2011

- Membership sales and administration
- Provide fitness consultations
- Maintaining student database

Personal Trainer / Gym Instructor

Leeming and Melville Recreation Centre, Leeming / Melville WA

Feb 2006 – Oct 2007

- Membership sales and administration
- Provide fitness consultations
- Maintaining student database

Personal Trainer / Gym Instructor

Zest Health Clubs, Cannington WA

Jan 2005 – Oct 2007

- Membership sales and administration
- Provide fitness consultations
- Maintaining student database

Assistant Manager

Allied Martial Arts Gym, Kuala Lumpur, Malaysia

Jun 2004 – Dec 2004

- Co-Managing operations of Allied Martial Arts Gym and Fitness Centre
- Staff rostering

- Liaise with external vendors
- Monitor daily accounts
- Implement promotional strategies for the business

ELICOS TEACHER

Swan TAFE, Bentley WA

Feb 2004 – Apr 2004

- Teaching general English language to adults and international students
- Lesson planning

3D Animation Producer

VHQ Post, Kuala Lumpur, Malaysia

Feb 2001 – Oct 2003

- Coordinate and supervise a small team for all 3D animated TV projects

Post Production Producer

VHQ Post, Singapore, Singapore

Feb 1999 – Feb 2001

- Coordinate and oversee assigned short form and long form TV projects

Post Production Producer

VHQ Post, Jakarta, Indonesia

Feb 1997 – Nov 1998

- Coordinate and oversee assigned short form and long form TV projects

Assistant Film Director

Pegasus Films, Jakarta, Indonesia

Feb 1996 – Feb 1997

- Assistant to the director
- Assign TVC productions

Audio/Visual Producer

McCaan-Erickson, Jakarta, Indonesia

Feb 1993 – Nov 1995

- Coordinate and liaise with production house suppliers in the development and production of TV commercials

Post Production Producer

VHQ Post, Jakarta, Indonesia

Jan 1991 – Feb 1993

- Coordinate and oversee assigned short form and long form TV projects

EDUCATION

Certificate in English Training to Adults (CELTA)

Milner International College of English, Perth WA

2004

- I acquired a qualification to teach English to adult migrants as well as International students to assist with their basic entry to local colleges and universities.

Certificate IV in Fitness (Master Trainer)

Australian Institute of Fitness, Perth WA

2003 - 2004

- I obtained a Certificate IV in Fitness, which qualifies me to provide fitness advice and design fitness programs in compliance with National training standards.

Diploma in Business Management and Marketing

Worldwide Business College of Australia, Perth WA

1998 - 1999

- My studies in Business Management & Marketing included the fundamentals of business operation and marketing strategies.

Associate Diploma of Art (Media Design)

Perth Central TAFE, Perth WA

1990 - 1992

- My studies in Art focused on media design, majoring in animation.

ADDITIONAL INFORMATION

Secretary

Kung Fu Wushu Western Australia Inc.

- Committee Member
- Roles include administration, website maintenance, course delivery, tournament organiser

Director / Owner

Perth Tai Chi Academy & Corporate Tai Chi

- Self-owned business
- Conduct and teach Tai Chi to corporate companies
- Provide simple and safe Tai Chi exercise programs to the community

Head Tai Chi Coach and Instructor

WA Chin Woo Athletic Association

- Committee Member and designated videographer
- Successfully competed and won medals in State, National and International competitions
- Successfully trained and coached Tai Chi athletes in State, National and International competitions

PROFESSIONAL REFEREE

Name: Mr Walt Missingham

Organisation: Kung Fu Wushu Australia Limited

Position: President
Contact number: 0424 000749
Email: president@kungfuwushuaustralia.com

Name: Ms Melanie Browne
Organisation: Arthritis Foundation WA
Position: Project Coordinator
Contact number: 0424 135350
Email: melb@arthritiswa.org.au