

Supporting career transitions Australia-wide

About Career Management Services

Career Management Services (CMS) is an Australian organisation with 15 years of experience in career management, transition coaching, and career consulting. With a national presence and specialisation in outplacement, redeployment, and career transition assistance, particularly for clients affected by organisational changes or injuries.

CMS Career Consultants have strong recruitment backgrounds (each with a minimum of 10 years+), which included reviewing job applications, screening resumes, interviewing candidates, and advising hiring managers. They effectively apply this lived experience, leveraging their recruitment expertise, industry insights and market intelligence to empower clients with greater confidence and certainty in navigating the local labour market.

Their collective experience spans various sectors, from public to private, and includes blue-collar and white-collar roles, from entry-level to executive positions.

CMS supports clients to achieve exceptional return-to-work (RTW) results in re-imagining their careers, whether due to workplace injuries, motor vehicle accidents, or organizational changes.

CMS Consultants use a strengths-based approach and positive psychology to help clients achieve their career goals. They offer personalised one-on-one coaching and apply reverse-engineered tactics to help employees embrace new career directions.

CMS provides comprehensive support, including coaching and guidance during periods of change, helping clients understand their transferable strengths, how to articulate their unique proposition to a prospective employer, and simplifying the job-seeking process. Our person-centric approach makes it easy as possible, to expedite the best and most sustainable return-to-work outcomes for our clients.



Career
Management
Services

1300 588 088

careermanagementservices.com.au
referrals@careermanagementservices.com.au



Jo Kwok OAM

Executive Consultant –
Strategy, People & Partnerships
NATIONAL

jkwok@careermanagementservices.com.au
0415 188 985

Jo is a commercially astute professional drawing on over 20 years' experience in strategic consulting, corporate HR, People and Culture, Marketing, and Community Development. She has worked with individuals, SMEs, and large corporates across a diverse range of industries including banking and finance, retail, IT and telecommunications, FMCG, advertising, consulting, hospitality, not-for-profit, and professional services.

Renowned as a trusted advisor and business partner, Jo brings a strong track record in account direction, senior stakeholder engagement, and the delivery of strategic outcomes. Her ability to foster high-impact relationships and align initiatives with broader business goals has consistently resulted in tangible improvements for individuals, organisations, and partnerships.

Jo draws on her expertise in organisational development, talent management and behavioural economics to offer pragmatic, results-driven solutions. Her approach is informed, consultative, and strategically focused, enabling her to identify opportunities, drive change and support long-term success.

Her background spans strategic and operational HR, marketing, and community development, with extensive experience in business and marketing consulting, project management and leadership coaching. Jo is a qualified career coach, holds a Bachelor of Economics and a Graduate Diploma in Marketing.

Jo thrives in dynamic, fast-paced environments and is driven by a passion for enabling others, optimising performance, and delivering value. Recognised for her contribution to youth and community, she was awarded a Medal of the Order of Australia (OAM) in the Australia Day 2024 Honours List.



Marinda Wilson

Lead Career Consultant
TAS, ACT, VIC & NT

mwilson@careermanagementservices.com.au
0422 201 608

Marinda prides herself on providing individuals with expert career advice, sound knowledge, and out-of-the-box solutions. At CMS, she works alongside a broad spectrum of candidates to assist them in navigating and understanding the different tools, platforms, and services available to help them be efficient and effective in the next stage of their career transition.

With over 20 years of account management and recruitment experience, Marinda has worked nationally across multiple industries and sectors. This vast experience is perfectly aligned with providing expert advice to the individuals she works alongside, offering them a specialised career transition coaching service.

Marinda's passion for creating meaningful change and opportunities is one of her absolute strengths, and is applied at CMS in supporting a broad cross section of clients – supporting individuals with physical and/or psychological injuries, to long-term unemployed including those with complex barriers—into sustainable work. With a very empathetic and individualised approach, Marinda delivers tailored services such as, but not limited to, change management coaching, career re-directioning, career assessments, career advice, interview coaching plus general job search strategies and guidance.

Marinda takes a holistic and collaborative approach, working with other team members, coaches, and specialist writers to ensure all individuals receive professional career support and guidance in line with organisational expectations and external stakeholder requirements, while providing exceptional team leadership, quality execution, and service delivery.

CMS Career Consultants give workers an Employability Edge™, arming them with the right Mindset, Skillset and Toolkit to secure a rewarding job and pursue a fulfilling career.



1300 588 088

careermanagementservices.com.au
referrals@careermanagementservices.com.au



Linda Jeffrey
Career Consultant
TASMANIA

ljeffrey@careermanagementservices.com.au
0412 796 886

Linda is a highly experienced Career and Employment Consultant with postgraduate qualifications and a strong commitment to supporting positive career transitions. Known for her practical and compassionate approach, she is results-driven and dedicated to helping individuals achieve sustainable employment outcomes.

She began at CMS as a Senior Writer, overseeing document quality control, before transitioning into her current consulting role. Over the past eight years, Linda has built respectful relationships with clients across all levels—from executives to tradespeople—guiding them through change with clarity and confidence.

Based in Tasmania for the past 12 years, Linda has supported individuals facing career transitions due to redundancy, injury, digital change, and personal choice. Her community engagement includes collaborations with Tasmanian Government Departments on initiatives such as the 'Make it Tasmania' program, Rapid Response Skills Initiative, and co-leading the first CDAA/Tasmanian Department of Education professional development conference.

A registered professional member of the Career Development Association of Australia (CDAA), Linda was elected National President in 2021 for a three-year term, reflecting her leadership and dedication to advancing the career development profession nationally.



Kate Davie
Career Consultant
TASMANIA

kdavie@careermanagementservices.com.au
0411 073 209

Kate is a seasoned career professional with over 15 years' experience in recruitment across public and private sectors. Since joining Career Management Services in 2022, she has drawn on her strong recruitment background to help clients achieve successful return-to-work outcomes and career pathways.

Born and raised in Tasmania, Kate brings deep insight into the local labour market and a broad employer network. Her experience spans blue- and white-collar roles, including national recruitment for Mondelez Australia (Cadbury Claremont and Ringwood) and major events like Taste of Tasmania, Red Hot Chili Peppers, and Day on the Green.

Kate is known for her exceptional service and personalised approach, with a strong reputation and valued industry connections. At Workskills Employment Solutions, she specialised in workforce reintegration, supporting long-term unemployed individuals transition into sustainable employment. She also has a passion for creating meaningful opportunities for people with disabilities and her commitment was nationally recognised when one of her candidates featured in a Centrelink commercial.

A standout achievement was her collaboration with the Tasmanian Department of Justice on a pioneering Transition to Work program for incarcerated individuals, improving reintegration outcomes and reducing reoffending. Kate's local knowledge, drive, and passion for creating meaningful opportunities underpin her success—and she proudly aims to "make a difference."



**Career
Management
Services**

1300 588 088

careermanagementservices.com.au
referrals@careermanagementservices.com.au



Paul Monson
Career Consultant
TASMANIA

pmonson@careermanagementservices.com.au
0455 449 939

Paul is a recruitment and workforce management professional with over 25 years of experience delivering employment solutions across Tasmania. Raised on a dairy farm on the state's northwest coast, he brings a grounded, community-first approach to connecting people with meaningful work and helping businesses build reliable teams.

Paul has led recruitment operations across regional Tasmania, managing internal teams and delivering labour hire and permanent staffing solutions across diverse industries. He has built and retained client relationships, led recruitment strategy, and ensured compliance with safety and industrial relations standards.

He has managed workforces of up to 150 employees, including executive, trade-qualified and general labour personnel. His project experience includes staffing for civil works and infrastructure rollouts, coordinating crews under tight deadlines and complex regulations.

Earlier in his career, Paul focused on apprenticeship coordination and employment program development, working with employers, training providers and government agencies to create pathways for young people and the long-term unemployed.

Paul volunteers with the Beacon Foundation, mentoring school leavers in rural communities. He also manages stadium staffing for AFL games in Launceston, showcasing his leadership in high-pressure environments. He is people-focused, results-driven, and rooted in a deep understanding of Tasmania's employment landscape.

CMS Services:



Career Exploration & Guidance
Including Birkman assessments and other psychometric profiling tools



Career Pathway Planning & Mapping
Clear, structured career plans to align with skills, goals, and market opportunities



Career Coaching
Career assessment, transition support, and change management, plus career counselling, guidance and direction



Personal Branding
Professionally written CVs, résumés, and LinkedIn profiles



Job Search Support & Job Concierge
Targeted job search and reverse engineering the recruitment process



Interview Coaching & Preparation
Practical training and strategies to build confidence and improve performance



Selection Criteria Writing & Assistance
Expert guidance in addressing key selection criteria to strengthen job applications



Salary Negotiation
Negotiating salary and employment conditions to secure the best possible offer



Job Applications
Including tailored cover letters and capability statements



Post-Placement Support
Ongoing assistance after securing a role to ensure long-term success