
Emily's Curriculum Vitae

PERSONAL DETAILS

Name: Emily Stanfield

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Current Drivers Licence: Class C Provisional 2

OVERVIEW

My personal qualities will benefit an employer looking for a genuinely pleasant and honest employee who is enthusiastic, respectful, compassionate and genuinely interested in teaching as a profession. I recognise the need for continuous education to improve and develop new skills and the value that experience will provide to broaden my knowledge and expertise to pass on to students. I am willing to learn and adapt to the requirements of different cohorts and I am resilient and flexible to change as required.

I engage well with people and regularly receive positive feedback relating to my communication style and empathetic interactions with people of all ages, genders, religions, cultures and socio-economic backgrounds, including students and colleagues.

Proof-reading, numeracy and attention to detail skills are my major strengths. The accuracy of my work content and working to deadlines has ensured goals have been met and objectives achieved. I am reliable and have demonstrated my capacity to learn about and use multiple IT system programs, applications and digital platforms quickly and I am motivated to show initiative when appropriate to do so.

I have a solid awareness of my responsibility to ensure the safety and the conduct of safe work practices of myself and others and the importance of limiting the risks and hazards within the work environment.

My work ethic has been demonstrated by my self-motivated, diligent attitude to my studies and my willingness to undertake tasks and help others with competing needs. My positive attitude to changes out of my control has been observed and commented on especially during the pandemic restrictions and I always maintain and enjoy a sense of fun and good humour.

EMPLOYMENT HISTORY

2021 – Athair, Harden

I have been doing some casual work as a hairdressing assistant since the start of the year, while I completed my International TESOL Certificate course. Tasks I perform include:

- arranging appointments;
- reception services;
- cleaning and sanitisation;
- mixing hair colours;
- washing hair;
- customer and product preparation; and
- merchandise displays.

2020 – Rollonin Café, Bowning

During my final year of schooling I worked weekends as a café assistant on a casual basis. I followed Covid safe hygiene protocols while performing the following tasks:

- waitressing;
- cleaning tables;
- greeting customers;
- basic food handling/preparation;
- restocking of coolroom and storeroom supplies; and
- general cleaning.

WORK EXPERIENCE HISTORY

2021 – International TESOL Certificate practicum

After successfully completing the theory components of the course, I undertook the required practicum that included four (4) online teaching sessions with different classes over two (2) days. This real life online teaching experience has cemented my passion for pursuing a career in teaching English to students as a second language.

2019 – Harden Post Office

I performed work experience at the Harden Post Office one day a week for ten (10) weeks. I thoroughly enjoyed the experience of learning the processes involved, serving and assisting customers. Tasks undertaken included:

- customer service;
- cash handling/register;
- selling products;
- sorting mail/tagging mail bags;
- scanning bar codes;
- package/box construction;
- use of Australia Post computer program;
- shop/counter minding;
- maintaining display merchandise; and
- general cleaning.

2017 – Twin Towns Times Office, Harden

I completed work experience over a two-week period at the office of the *Twin Towns Times* newspaper and continued to work two afternoons a week for the following two months until the office transitioned to a home-based business to focus on the online aspect of the business. Tasks undertaken included:

- writing and constructing articles;
- conducting interviews with local business owners for stories;
- photography;
- editing and proof reading prior to publication; and
- typing up handwritten results from local events.

VOLUNTARY COMMUNITY SUPPORT

I regularly support community events by volunteering to work in the ring (horse) events at the annual Murrumburrah Show and Harden Pony Club competitions and participated in the Australian and New Zealand Army Corps (ANZAC) Day March and Light Horse Brigade Services each year, during my schooling. From 2010-2013 I was a member of the Girl Guides in the Australian Capital Territory (ACT) involving myself in fundraising and leadership activities including providing a supportive role to our service men and women in the ANZAC Day March at the War Memorial Service in Canberra.

EDUCATION HISTORY

2020 - 2021 – International TESOL Certificate, TESOL Australia

2014 – 2020 – Murrumburrah High School (MHS) – *chose to undertake HSC over two years, Pathways Program.*

2007 – 2013 – Miles Franklin Primary School, Evatt ACT

ACADEMIC ACHIEVEMENTS

2021 – International TESOL Certificate

2020 – Higher School Certificate (HSC)

2020 – Premiers Sporting Challenge

2019 – 1st in HSC Mathematics (MHS)

2019 – MHS Zone athletics representative, Temora

2018 – member of project presentation to the Embassy of the Kingdom of Belgium

2018 – MHS Zone cross country representative, Tumbarumba

2018 – MHS Riverina Regional cross country representative, Gundagai

2018 – winning team at Dramatic Minds Festival – Young

2017 – Year 10 Student Representative Council (SRC), Annual Conference – Murrumbateman

2017, 2018 – MHS Creative and Performing Arts (CAPA) Night

2017 – LEAP Careers Program

2016 – selected for Girls Choice Summer Camp – Newcastle University

2015 – Year 8 Student Representative Council

2014 – MHS Farm Club representative at numerous agricultural shows – show cattle parade

2012, 2013 – Miles Franklin Brilliant Writers Award, ACT

2010, 2011 – Miles Franklin Music Festival, ACT – keyboard

INTERESTS

languages, music, horse riding, farming, animals, reading, creative writing, singing and dancing

REFEREES

1. Ms Kim Dawe, Manager, Harden Post Office
Contact Number: 0432 019 717
2. Murrumburrah High School
Contact number: 02 6386 2755