

MICHELLE YAU

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VOLUNTEERING HISTORY

Volunteer Administration Assistant | Stairway Healing Rooms & Stairway Church | 2016

- Operating key administrative duties such as book-keeping, as well as use of IT for processing reports,

Project Leader & Sponsorship Co-ordinator | Glow Events Management | July 2013 – November 2013

Set out and oversee the timeline from planning phase to debrief of the event. Act as an Assistant Operations Manager during the function. Identified potential sponsors, developed, and implemented sponsorship strategy.

EMPLOYMENT HISTORY

Staff | Iris Global, Pemba, Mozambique, Africa | 2017 - 2021

- Educator/House parent: Provided interactive lessons which covered fundamentals: Portuguese (alphabets, syllables and spell), Mathematics (read, write and count from 0-200, ordinal numbers, shapes, greater/less than, comparisons, simple addition), and writing alphabets/words and numbers.
- Other responsibilities included book-keeping, relief work, weekly outreach in the remote and local area

Owner & Wedding Planner/Coordinator | Flourishing Love | Feb 2014 – 2017

Upon completion of Diploma of Events Management, I founded “Flourishing Love” – a wedding & events company that specialises in planning and creating weddings.

Senior Hyperion Consultant | Capiotech (An ASG Group Company) | Jun 2010 - Aug 2012

- *ANZ Bank*: Initiated project with business users and implemented the first organisational wide forecast.
- *GE Money Australia*: Created testing strategy, test scripts and progress tracking tool for budgeting and planning in Oracle Hyperion Planning (HP).

Business Consultant | Red Rock Consulting of UXC Group (assigned to multiple accounts) | Nov 2007 - May 2010

- As sole Oracle HP consultant in Melbourne operation, provided technical liaison for sales programs; and functional and technical expertise on Hyperion Essbase/Planning associated technologies and methods to prospects, customers, and business development team.

Consultant (Contracts) | OZ Minerals Ltd, M-Power Solutions, Senetas Corporation Limited | Jan 2005 – Nov 2007

- Built customer relationships; gathered business requirements; performed impact analysis and feasibility study.
- Implemented Revenue and Invoicing Forecasting model for all customer sites in mining industry

Hyperion Team Lead | South Pacific Tyres (Goodyear Tyre & Rubber) | 2004 - 2005

- Assisted Chief Financial Officer/Executive General Manager, finance, and other users to develop, enhance and utilise models in Essbase and liaised with Hyperion for support and new products.

Application Consultant (Contract) | University of Melbourne | 2003 - 2004

- Coordinated and worked closely with school manager for support.

Consultant | Deloitte Consulting (assigned to Telstra account) | 2001 - 2002

- Coordinated and worked closely with project manager, development team and nation-wide customer/users throughout the entire project life cycle.

EDUCATION & TRAINING

2022 International Teaching English to Speakers of Other Languages (TESOL) Certificate – TESOL Australia

2013 Diploma in Events Management - William Angliss Institute

2003 Masters of Information Management & Systems (Major in Business Intelligence and Information Technology Management) - Monash University (Melbourne)

1997 Bachelor of Computing (Major in Computer Science and Business Systems) - Monash University

1992 2nd Level of Book-keeping and Accounts Certificate with London Chamber of Commerce and Industry Examinations Board

PLEASE ENQUIRE FOR ADDITIONAL CERTIFICATES COMPLETED AS A CONSULTANT AND EVENTS MANAGEMENT.

REFERENCES - Available upon request.