

CHRISTINE FRASER



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As an energetic and approachable person, I am highly motivated and passionate about teaching English as a second language so therefore I am seeking an opportunity to apply my strengths, which include leadership, organization and enthusiasm, impart new skills and knowledge. I have excellent verbal and written communication skills which allows me to encourage and support students and peers. I am friendly and reliable and have a positive outlook in all things I do.

EXPERIENCE

2021-CURRENT

ASSISTANT, EMPLOYEE SERVICES, UNIVERSITY OF QUEENSLAND

- Administration of HR transaction and data entry relating to recruitment, secondments, appointment, immigration, staff leave, special studies program, payroll, and remuneration administration.

2020-CURRENT

DISABILITY SUPPORT WORKER, TARAMPA ASSIST

- Assistance with daily living activities – personal cares, medication and meal support
- Support independent living.

2012-2020

SENIOR ADMINISTRATOR, CUMMINS

- All administrative, human resources, accounts, training and reception tasks

2010-2011

CAS OUTBOUND DELIVER APS 2, HIGHER DUTIES 3, ATO

- Process applications for Australian Business Numbers for trusts, overseas companies, and non-residents

2008-2010

CARE SERVICE EMPLOYEE, CATHOLIC CARE NURSING HOME

2003-2008

ASSISTANT IN NURSING, HARBOURSIDE HAVEN NURSING HOME

EDUCATION

2023

INTERNATIONAL CERTIFICATE IN TESOL (200HR INCLUDING PRACTICUM), TESOL AUSTRALIA

2021

BACHELOR OF SCIENCE (PSYCHOLOGY), USQ

2015

REHABILITATION AND RETURN TO WORK COORDINATOR, NSCA

2015

DIPLOMA HUMAN RESOURCE MANAGEMENT, EVOCCA COLLEGE

2015

PARTICIPATE IN QUALITY AUDITS, SAI GLOBAL

2012

DIPLOMA MANAGEMENT, APM COLLEGE OF BUSINESS AND COMMUNICATION

2004

CERTIFICATE III IN AGED CARE, HGT TRAINING PTY LTD

PROFESSIONAL STRENGTHS

- Resourceful
- Effective Communicator
- Proactive
- Caring and compassionate
- Honest and reliable
- Professional and flexible
- Highly developed organizational skills
- Passionate & Enthusiastic
- Team Building/Player
- Interpersonal Skills
- Empathetic Leader
- Resilient and Adaptable

LICENCES

- National Police Check
- QLD Yellow Card
- First Aid Certificate and CPR
- Class C Driver's Licence
- Working with Children Blue Card

VOLUNTEER ACTIVITIES

Lowood Stags Football Club Registrar and volunteer
Member of SES Certificate II in Public Safety Rescue and Operations
Member of Girl Guides Beresfield Thornton Parent Support Group
Leader of Beresfield Thornton Girl Guides (Leadership Qualification)
Red Cross Telecross

REFEREES

Prue Roberts	Supervisor, ESU	0413 121 581
Leanne Le	Advisor, HR Client Partnering	0411 796 177
Beth Towell	Administration Manager - Cummins	07 3710 4713