



Jane Mawson

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WEBSITES, PORTFOLIOS, PROFILES

- <http://linkedin.com/in/jane-mawson-sydney>

PROFESSIONAL SUMMARY

Dynamic professional with a strong background in education and human resources management, with a Bachelor of Education and Certificate in International TESOL. I foster engaging learning environments while leveraging empathy to enhance learning and development initiatives.

EDUCATION

Certificate of International TESOL 11/2025
TESOL Australia, Australia

Graduate Certificate | Human Resources Management 06/1999
Central Queensland University, Rockhampton, QLD

Bachelor of Education 04/1997
University of Technology Sydney, Sydney, New South Wales, NSW

SKILLS

- Empathy and patience
- Teaching English
- Online teaching
- Teaching strategies
- Student assessment
- Classroom management
- Lesson planning
- One-to-one teaching

WORK HISTORY

ESL TEACHER (casual) 11/2025 to *CURRENT*

Self-Employed | Sydney, NSW

- Developed engaging lesson plans to enhance language acquisition and retention.
- Conducted assessments to evaluate student progress and adapt instructional methods.
- Fostered a positive classroom environment that encouraged participation and collaboration.
- Integrated technology tools to support remote teaching and virtual classrooms.
- Created customized materials tailored to diverse learner needs and proficiency levels.
- Educated students in basics of English grammar and conversational speaking.

HUMAN RESOURCES ADVISOR (part-time)

11/2025 to *CURRENT*

Ability Options | Bella Vista, NSW

- Assisted in onboarding new employees, ensuring smooth integration into company culture.
- Supported HR team in managing employee records and maintaining confidential information.
- Conducted initial interviews, evaluating candidates' qualifications and fit for roles.
- Organized training sessions, enhancing employee skills and knowledge within the organization.
- Ensured compliance with labor laws and regulations through regular policy updates and timely response to employee inquiries.
- Maintained accurate personnel records through diligent documentation of employment actions such as hires, promotions, transfers, terminations, or leaves of absence.

PEOPLE & CULTURE BUSINESS PARTNER

10/2019 to 09/2025

AGnVET | Mount Kuring-Gai, NSW

- Led training initiatives to enhance team capabilities and ensure alignment with organizational goals.
- Optimized team performance by providing continuous feedback, coaching, and development opportunities.
- Navigated complex legal and regulatory challenges to ensure compliance across all business operations.
- Prepared and presented reports on status of projects and initiatives.
- Assisted in recruiting, hiring and training of team members.
- Implemented innovative programs to increase employee loyalty and reduce turnover.

REFERENCES

Available on request