



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