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JENNIFER KNIGHT

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CAREER OBJECTIVE

To continue to provide support to those who require an understanding of how they can achieve personal goals and gain employment through focusing on their acquired strengths and learnt skills.

CERTIFICATES / QUALIFICATIONS

City of Sunderland College
2004 - 9295 - Units I, II, III & IV Literacy/Numeracy

City of Sunderland College
2002 - 7407 -Teacher Training & Assessing

York College of Further & Higher Education
1999 - 7404 - Teacher Training & Assessing

1996 - Management of Violence & Aggression - Instructors Course

RELEVANT SKILLS

- Previous employment within the teaching/training environment has enabled me to utilise my skills to assist individual's progression in the education sector. My ability to promote learning in an environment conducive to learning whilst identifying individual learning styles, has aided reaching of aspirations as per individual requests.
- I have demonstrated skills in addressing individuals needs both personally and educational. I have used these skills in the process of initial assessment, promoting a non-threatening environment to gain required information from the individual, then address and document any issues.
- During the delivery of training programmes, I am able to assess that learning is effective using a range of assessment tools. These include; initial, formative and summative. I have maintained regular assessments with individuals to identify progress made, areas requiring further improvement and recommended actions to be taken for review at regular intervals and documented as required.
- As a natural communicator I am able to relate to people at all levels. This includes professional, to gain and share information relevant to the learning group and teaching at the appropriate level to aid understanding.
- I have the ability to create lesson plans in any learning environment that will maintain

the interest of the group/individual and relevant to the subject. I will incorporate relevant tools suitable to the ability of the learners.

- I have delivered a range of programmes within the post 16-education sector. This has included; literacy and numeracy as identified with the long term unemployed, raising awareness of basic skills needs and the effects on the individual, community and economy.
- Previous employment has required me to manage groups of approximately 40 trainees with multiple barriers to attend mandated training. This has included, monitoring attendance for a period of 26 weeks rolling start employability programme, recording progress and areas of development, managing assessments and undertaking summative assessments.
- I have been responsible for monitoring large groups, progress made within an educational and work based learning centre. This has included, employability and improvement made with identified barriers.
- I have the ability to motivate particularly with individuals who are reluctant to increase their literacy and numeracy ability. I approach this using an enthusiastic manner and use a range of learning tools of interest to the individuals and appropriate to the age group.
- I have many years teaching practice within a range of environments and subjects. I always approach teaching motivated and enthusiastic, with the intention of raising others aspirations.

EMPLOYMENT HISTORY

July 2006 - June 2007

Job Centre

Employment Consultant/Trainer

- Responsible for delivering Intensive Support Job Search Training to Job Network & disability employment network clients. Meet & greet clients for the purpose of entering clients into an activity agreement to participate in the ISJST course. Require to monitor & record relevant information regarding participation & outcomes achieved. Managing clients using EA3000 system, organising appointments. Follow up of clients, taking appropriate action for non-attendance. Work closely within the team framework of the job network division, supporting colleagues in meeting monthly targets.

April 2004 - April 2006

Be Aware Management of Violence & Aggression Training

Director/Trainer

- Responsible for designing & delivering personal safety programmes suitable to clients environment & individual needs.
- Training staff members within a wide range of working environments, personal safety to include breakaway techniques and safe handling of adults and adolescents.

May 2002 - April 2004

Springboard Sunderland Trust

Training Officer

- The position required my involvement in the development & delivery of a rolling start Job Search Training programme. Responsible for delivering training to large groups whilst creating an environment conducive to learning & adapting to all levels of education & learning styles.

- Other duties included designing lesson plans in conjunction with the national curriculum, completing initial formative & summative assessments, liaising with relevant agencies regarding the progression of each trainee.

March 1989 - April 2002

York Health Trust

Nurse/Trainer

- Duties included maintaining a safe environment for individuals enduring acute mental health episodes. Responsible for observing patients behaviour, recording findings and liaising with other health professionals to discuss interventions. Also responsible for attending and assisting with potential/actual violent incidents within the hospital to maintain safe practice were maintained to both staff and patients.
- Also responsible for the delivery of staff training in Management of Violence & Aggression, maintaining pass/fail records and attendance/update requirements.

PERSONAL INTERESTS

- In my spare time I enjoy spending time with my family and friends pursuing outdoor activities. I also enjoy interior design, gardening, listening to a wide range of music and reading, in particular autobiographies. To maintain my current level of fitness I walk and swim on a regular basis.

REFEREES

Jackie Mc Mahon
Springboard Pty Ltd
Director
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