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Max Lee

CAREER OBJECTIVE

TO DEVELOP A CAREER IN THE GOVERNMENT OR COMMUNITY
SECTOR IN THE AREA OF POLICY DEVELOPMENT

EDUCATION

Bachelor of Social Science (2002 – present)
LaTrobe University
Specialisations: Applied Policy & Research
Industrial Relations
(Statement of Results attached)

VCE (*Or equivalent Year 12 qualification*) (2001)
Templestowe College

RELEVANT SKILLS AND ACHIEVEMENTS

Research/Policy

- Conducted a major project for my degree on ...(*provide details of a relevant research project*)
- Developed a comprehensive understanding of . (*examples relevant to the advertised position*)
- Achieved distinctions for Australian Public Policy, Public Policy Research, Social Research (Qualitative) and Social Research (Quantative).

Computer Skills

- Confident user of MS Word, Excel, Powerpoint and Access.
- Developed a website on drug and safe sex issues for a youth group using Macromedia Dreamweaver.
- SPSS package used for several research projects throughout university.

Communication/Interpersonal

- Conducted focus groups and one-on-one interviews with offenders and Community Corrections Officers for a research project with the Department of Justice.
- Over 2 years experience in a customer service role. Confident in handling customer complaints and dealing with people from a wide range of socio-economic backgrounds.
- Delivered over 10 presentations at University to groups of between 20 and 100 students covering topics from “Selectivism & Economic Rationalism” to “Land & Social Justice”.

****The headings in your “Skills” section should respond to the selection requirements for each job. For many jobs in the Government & Community Sector you will require a separate section addressing the key selection criteria. (See Resume Express Module 3)*** _____

FIELD PLACEMENT

Project Officer (March - May. 2004)
Department of Justice – Corrections Victoria

- Part of a research team that examined the incidence of re-offending prisoners, in Community Corrections, under 25 years of age.
- Presented findings in a report titled “Towards Reform and Rehabilitation in Community Corrections.”
- Report was delivered to the Minister for Corrections and will form part of the Community Corrections Management Strategy for 2005.

EMPLOYMENT HISTORY

Customer Service (part-time) (Jan 2002 – current)
Target

Duties:

- Maintained a computerised stock control register.
- Advised customers on selection of electrical products.
- Organised shop displays.

Skills Learnt

Developed the capacity to handle complaints and difficult issues in a tactful and diplomatic way. Communicated comfortably with a wide range of people from across the community. Acquired excellent leadership skills through delegating duties to staff and keeping them motivated.

INTERESTS

Course & Careers Service Volunteer (2003 – present)

- Formally presented to school groups about the transition from school to University.
- Provided information to prospective students and parents at Open Day.
- Hosted groups of new students during Orientation week.
- Received formal training in presentation, communication and leadership skills as part of the program.

SEA (Students for Education Action) (2003 – present)

- Regularly participated in campaigns: distributing flyers, researching issues, engaging in discussion with fellow LaTrobe students.

Other Interests

- Maintain fitness by swimming twice a week and playing competitive basketball.
- Reading: biographies, science fiction and keeping up-to-date with current affairs.

REFEREES

Name
Position
Company
Telephone Number
Email Address

Name
Position
Company
Telephone Number
Email Address

