Resume of Tanya Jobseeker

22 Employment Road
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Career Objective

To establish a career in a counselling role where prior experience, together with excellent communication, interpersonal and organisational skills, are highly sought after and critically valued.

Education

2004	**LaTrobe University,** Bundoora Campus **Doctor of Psychology** Doctoral Thesis: "The nature of psychopathology in young children with intellectual disability"
2000	**LaTrobe University,** Bundoora Campus **Graduate Diploma in Psychology** Graduate Diploma Thesis: "Gender differences in perceived stress, down mood, and coping
1999	**Deakin University,** Melbourne Campus **Bachelor of Applied Science** Majoring in Psychology and Disability Studies
1996	**Tintern Anglican Girls Grammar School** Victorian Certificate of Education

Key Skills

- Significant experience working with a range of individuals in a counselling role.
- Highly developed interpersonal skills strengthened through extensive individual and group counselling experience.
- An ability to interact positively with a wide range of people from diverse backgrounds.
- Demonstrated ability to self-manage and also work co-operatively in a team.
- Proven ability to conceptualise problems and develop well-reasoned and integrated solutions, as demonstrated throughout postgraduate research.
- Energetic and strongly motivated to succeed.
- Strong ideals and a determination to see tasks through to a satisfactory conclusion.

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Employment History

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2004   **LaTrobe University**
                School of Psychological Science
                Tutor

Responsibilities

- Taught Developmental and Biological Psychology to second-year level students.

Achievements

- Devised and implemented learning objectives, lesson plans and activities to meet targets on a weekly, monthly and semester basis.
- Delivered a high quality learning experience to students, which was met with consistently positive feedback when independently evaluated by the faculty.

1998-2003   **Viva Cafe - Brunswick**
                General Manager

Responsibilities

- Leading and directing a team of eight staff.
- Staff selection, development and motivation.
- Allocating work rosters and duties.
- Closely monitoring all operations to ensure that staff provided personal attention to guests and continuously met their needs.
- Assistance with the development of Advertising and Marketing strategies.
- Working to high standards of customer care and hygiene.

Achievements

- Promoted to a management position that incorporated a higher level of autonomy and the authority to make decisions without external verification.
- Improved quality of service and professionalism of staff, ensuring personal attention to guests.
- Engendered good team spirit among staff.

2002   **Monash University – Clayton**
                The Stress Management and Counselling Clinic
                Psychology Intern

Responsibilities

- Management of the career change program involving extensive counselling and testing in career development/change.
- Conducting individual counselling sessions with a diverse range of clients.
- Administering and interpreting psychological and educational diagnostic tests.
- Developing treatment plans and objectives.

- Developing long and short-term therapeutic goals.
- Maintaining appropriate client records in accordance with current professional standards.
- Establishing and maintaining positive, ongoing relationships and networks with internal and external colleagues, clients and/or carers.
- Providing referral to other agencies and services as necessary.

Achievements

- Demonstrated capacity to work unsupervised and manage complex or demanding clinical matters.
- Demonstrated capacity to communicate effectively in both oral and written form.
- Demonstrated ability to work effectively in a team.
- Awarded a high distinction.

2002	**Swinburne University - Hawthorn**
	The Confident Children Program
	Psychology Intern

Responsibilities

- Co-facilitation of weekly group counselling sessions aimed at assisting parents of children with a developmental delay better cope with their child's behaviour and manage their own stress.
- Working as a team member to provide support and information to families participating in the program.
- Administering and interpreting psychological tests.
- Providing advocacy, information and referral.
- Liaison with colleagues and families where necessary.

Achievements

- Consistently demonstrated an ability to work well in a team.
- Demonstrated ability to establish rapport with a diverse range of clients.
- Earned many commendations from my supervisors on accuracy, timeliness and thoroughness of reports.
- Awarded a high distinction.

| 2001 | **Odyssey House Victoria - Carlton** |
| | Psychology Intern |

Responsibilities

- Administering psychological appraisals (both aptitude and personality).
- Attendance and participation in group counselling sessions.
- Test scoring and interpretation.
- Report writing.

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Professional Memberships

2001-Present Psychologists Registration Board of Victoria.
2004   Australian Psychological Association

Interests

- **Sports:** Jogging, water skiing and tennis.
- **Arts:** Cinema, writing and theatre.
- **Leisure:** Reading, playing the piano and cooking.

Referees

Name   Name
Position   Position
Company   Company
Telephone Number   Telephone Number
Email Address   Email Address