Emma Elizabeth Wilson.

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9/10 Mountain Street ,

South Melbourne. 3025

0409 218136

**Nationality:** Australian/British Passport Holder

TERTIARY Education: Melbourne University

Master of Teaching Primary 2009-

Monash University Melbourne Australia

Bachelor of Arts Politics/History 1992-1996

**Secondary Education: Firbank Anglican Girls Grammar School**

Victorian Certificate of Education 1991

Computer Skills: MS Word, MS Excel, MS Powerpoint ,Adapt, Outlook Access, Resman, Taleo, SMART board

**Certificates:**

Victorian Working with Children Check 01595414-01

Stitches First Aid 1 and 2 2009

Perform CPR

Apply First Aid

**PROFESSIONAL DEVELOPMENT:** Julia Shepherd – Comprehension and Literacy Interventions

First Steps – Misconceptions Number

VIEU Working With Students From Diverse Cultures.

**Career History:**

**Masters of Teaching Primary** **Melbourne University** 03/09-12/10

Professional Practice

**Lauriston Girls School Blairholme** P-2 08/10-10/10

* 2 days a week
* Design and Implement a personalised learning project based on higher order thinking –Building a Web Quest focusing on Vietnam
* Undertaking a Literacy intervention to extend small group of Grade 1 students narrative writing
* Undertaking a Mathematics intervention to assist a small group of lower ability students in Grade 1 focusing on Number.

**Melbourne Girls Grammar** **Morris Hall** Grade 2 Semester 1 2010

* 2 days a week for 8 weeks 2 weeks full time
* Full Day control and responsibility during block placement for all lessons
* Integrated and designed level units of Numeracy and Literacy
* Designing plenary activities for students catering for individual differences
* Implemented a series of lessons on light and reflection
* Planned a sequence of science experiences based on E5 method covering physical changes in matter.
* Focused on accumulating and recording assessment data.

**Graded** First Class Honours

**Valkstone Primary School** June 2010

* Volunteer work experience Grade 1, 2 and 5/6

**Beaumaris Primary** Grade 1 23 children Semester 2 2009

* 2 days a week for 8 weeks 3 weeks full time
* Full Day control
* Designed and implemented a sequence of visual art lessons linked to literacy
* Planned literacy rotational activities each week.
* Attended planning for the implementation of an Inquiry based learning focusing on community.
* Assisted with preparing children for their end of year concert.

**Graded** First Class Honours

**Caulfield South Primary** Grade 6 27 children Semester 1 2009

* 2 day a week for 8 weeks, 2 weeks full time
* Full Day control
* Assisted with designing and integrating a unit on Gold Rush linking numeracy and literacy
* Took part in decimals diagnostic task
* Planned a sequence of ICT lessons

**Graded** First Class Honours

**AMBITION RECRUITMENT Melbourne** 1/08-11/08\*

*ASX Listed company specialising in Accounting, Audit, Banking /Finance and Technology.*

**Banking Consultant** 1/08-11/08

* Recruiting Front, Middle and Back office Banking candidates
* Preparing candidates for interviews with key clients.
* Preparation of supporting documentation (resumes, reference checks, visas, non-criminal history and candidate profiles
* Conducting competency based interviews of Banking, Accounting, Superannuation and Insurance staff.
* Sourcing new candidates through client mapping and headhunting

**ANZ BANK Melbourne Australia** 08/07-1/08

**Internal Recruitment Specialist Alexander Mann**

* Responsible for managing the recruitment process of Marketing and Communications staff across the Personal Division of ANZ, Investment and Insurance, Esanda, Consumer Finance up to $200,000 k
* Providing interview and career advice to internal ANZ staff.
* Consulting with business managers to make hiring decisions and develop recruitment sourcing strategies
* Undertaking behavioural based interviews and creating Interview guides for hiring managers
* Coordinating the on boarding process of new staff, police checks, reference checks

**Travel/Relocation to Melbourne** 04/07-7/07

**JOSLIN ROWE RECRUITMENT CONSULTANTS London** 1/02-4/07

*One of UK’s leading professional recruitment agencies recruiting into permanent, temporary and contract jobs for the* [*financial services*](http://www.joslinrowe.com/financial/) *sector and commerce & industry.*

**Senior Project Consultant** 09/06-4/07

* Undertaking ad hoc Project work for the temporary division
* Devising strategies to increase productivity
* Setting targets and undertaking staff appraisals
* Drafting training materials for consultants
* Training graduate trainee consultant for the Insurance market
* Training a junior consultant to run the Deutsche Bank Secretarial account
* Training consultants how to write advertisements and how to negotiate salaries

**Senior Consultant Banking Operations** 09/04-09/06

* Responsible for recruiting Banking Operations temporary, temporary to permanent and contract staff for Goldman Sachs, Deutsche Bank, Credit Suisse, Merrill Lynch and UBS
* Account management of existing PSL and Master Vendor clients offering staffing solutions and dealing with business changes
* Assisting with high volume graduate recruitment schemes for Goldman Sachs, Credit Suisse Merrill Lynch.
* Undertaking competency based interview with candidates
* Preparing candidates for interviews with key clients.
* Preparation of supporting documentation (resumes, reference checks, visas, credit checks, 48 hour waivers, non-criminal history and candidate profiles)
* Extensive client development including cold calling, sending CVs on a speculative basis and mail shooting within the Finance industry

**\*Took leave of absence** 07/05-10/05

**Senior Consultant Office Support** 01/02 –09/04

* Responsible for the recruitment of Senior Secretarial, Human Resources and Marketing temporary, temporary to permanent and contract staff.
* Covering recruitment for banking clients
* Number 1 supplier to ABN AMRO, Fidelity Investments and Lehman Brothers
* Client entertainment and networking to grow portfolio
* Screening cvs and interviewing candidates
* Winner of 2003 Temporary consultant of the year at Joslin Rowe

**HUDSON/TMP WORLDWIDE London** 03/00 -12/01

**Senior Consultant Office Support Division**

* Mentoring and training junior consultants and team members
* Organising Business development days for the temporary and permanent team members
* Business development of the public sector and Energy and Utilities markets.
* Running of a portfolio of up to 120 temporary staff members placing them in Senior Secretarial and Office support positions

**Challoner James Secretarial LONDON** 09/99-3/0

**Temporary Consultant/Receptionist**

* Meeting and Greeting all new clients
* Screening calls and taking messages for senior consultants
* Responsible for building a cold temporary desk of three to thirty one temps out
* Cold-calling potential clients and reviving previous clients

**Moved to the UK/Travel** 04/99-09/99

**WESTPAC BANKING CORPORATION AUSTRALIA** 04/98- 03/99

**Customer Service Representative**

* Providing customer service to Business and Personal branch customers
* Referring Insurance enquires and creating individual personal loans

**Travelled/Working Europe**07/96-3/98

***References***

Lisa Cain Grade 1 Teacher Beaumaris Primary School.

[cain.lisa.j@edumail.vic.gov.au](mailto:cain.lisa.j@edumail.vic.gov.au) 9589 2619

Amanda Howes Grade 2 Teacher ICT Coordinator Melbourne Girls Grammar [Amanda.Howes@mggs.vic.edu.au](mailto:Amanda.Howes@mggs.vic.edu.au) 9862 9283

Emma Sweeney Head of Blairholme Lauriston Girls School

[sweeneyem@lauriston.vic.edu.au](mailto:sweeneyem@lauriston.vic.edu.au) 9822 7950

Paul Gerrard Dean and Ling Executive Search

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