

RÉSUMÉ
of
Kwalinki Mazabi

Personal Details:

Address: 1/18 Pennys Pride Road
CLAREMONT 7011

Telephone: 0400 376 194

Email: mazabi64@hotmail.com

Licence: Tasmanian Drivers Licence

Work Skills:

Languages: English (Intermediate) French
Swahili Fuliru

Other Skills: Duty of Care
Community Consultation
Occupational Health & Safety
Knowledge of Child Development
Conflict Resolution
Sports Coaching
Food Preparation
Kitchen Operations
Microsoft Word and Excel (Basic)
Email and Internet

Education:

2008 *Tasmania Polytechnic* Adult Migrant English Program

2006 *Able to Grow (NGO)* Child Coaching

2004 *Institut Stanchonarite,*
Uganda

Work Experience:

2008 *Drysdale TAFE* Kitchen Operations

Work History:

2006 – 2007	<i>Able to Grow (Uganda)</i>	Childcare / Activity Coordinator (Volunteer)
2006	<i>Dubali Stores (Uganda)</i>	Sales / Customer Service

Community Work:

2006 – 2007	<i>Congolese Community Tsitsiban Camp, Uganda</i>	Advocate, Sports Coach & Activity Coordinator
2002	<i>*African Justice Commission, Uganda</i>	Founding Committee Member

*Organisation set up to facilitate peaceful inter-tribal culture and ending of violence against women.

Hobbies and Interests:

Conversational English
Reading
Community Involvement

Referees:

Bill Brownlow
Middlecare
Settlement Coordinator
(03) 6200 1000

Julie King
Tasmanian Polytechnic
Teacher
(03) 6202 2000

SAMPLE RESUME 2

RESUME of Mary Lupenada

Personal Details

Address: 26 Republic Ave, Moonah 7009
Telephone: (03) 6272 0000
Mobile: 0405 500 500
Health: Excellent
Licence: Current Tasmanian Learners Licence
Transport: Good Access to Public Transport

Skills and Abilities

Languages:

French, Swahili, Kikongo, English (*basic)

*Currently undertaking Level 2 in Written and Spoken English at Tasmania Polytechnic. I am also enrolled in Literacy and Numeracy program at Glenorchy LINC.

Work Skills:

Crop Management - planting, weeding, fertilising, harvesting and crop rotation
Child Care - nutrition, feeding, bathing and organising activities
Customer service - shop assistant, banking and general cleaning

Education

1992	Kinshasa High School (Congo)	Year 10
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Vocational Training

2009	Written and Spoken English 1	Tasmanian Polytechnic
2010	Certificate II in Horticulture	Green Care Tasmania

Employment Details

1998 – 2007	UNHCR (Lungufu Refugee Camp, Tanzania)	Child Carer
1996 - 1998	Lwata General Store (Congo)	Shop Assistant
2010	Botanical Gardens (Work Placement)	Planting / Weed Management

Community Involvement

2009 – Current	Congregation Member	St. Johns Catholic Church, Hobart
2010 – Current	African Community Group	Glenorchy Council
2010 – Current	Secretary	African Council of Tasmania

Interests and Hobbies

Sewing
Gardening
Traditional Dancing

Referees

Jayne Seymour
Teacher
Tasmanian Polytechnic – Adult Migrant English Program
Tel: (03) 6200 9999

Bill Burns
Settlement Support Worker
Outercare Services, Hobart
Tel: (03) 6099 8888 or 0499 300 100

**RÉSUMÉ
of
Bahadur Adkari**

Personal Details

Address: 100 Hill Street Road
Glenorchy TAS 7009

Phone: 0410 629 076

Email: pusba.ran66@gmail.com

Health: Excellent

Licenses: Current Tasmanian Driver's Licence

Residency: Permanent resident of Australia

Work Skills

Communication: Well developed listening skills and ability to empathise with others
Ability to change my communication to suit audience I am speaking to
Community consultation

Teamwork: Demonstrated experience in working effectively with people of different ages, gender, race, religion and political persuasion
Work very well individually and as part of a team
I know how to identify my role as part of a team

Time Management: Excellent ability to manage own time and prioritise tasks
Able to establish clear goals and take initiative
I take responsibility for my actions and able to monitor my own performance

Technology: Microsoft Word (Basic)
Good knowledge of Email and Internet applications

Strong willingness to develop IT skills (currently enrolled at Connect for intermediate word processing)

Personal: Excellent personal presentation
Highly reliable, loyal and very honest
Motivated and enthusiastic

Work History:

Dec 2010 - Jan 2011	Cool Climate Farm, Richmond Fruit Picking
Dec 2010	Freemasons Homes of Southern Tasmania Cleaning and Food Service

Community / Voluntary Work

2010	Assisted with newly arrived refugees Centacare Tasmania
2009	Mediator / Advisor Focal Point (Community and Family Dispute Centre) UNHCR, Nepal
2006 - 2007	Primary School Teacher – English and Maths Kisar, Nepal

Education and Qualifications

2011	Certificate II in Spoken and Written English Tasmanian Polytechnic
2010	Certificate II in Hospitality Tasmanian Polytechnic
2008	Diploma in Information Technology Damak, Nepal
2005 – 2007	Advanced Diploma of Teaching Pushkar College India

Hobbies and Interests

- Playing and watching soccer
- Bush walking
- Cooking traditional and international meals

Referees

Helen Moore
Training Coordinator
Connect, Glenorchy
Tel: (03) 6272 30000
Email: hmoore@connect.org.au

Ian Fuller
Manager, Aged Care
Freemasons Homes of Southern Tasmania
Tel: (03) 6230 5900
Email: ifuller123@fhst.org.au