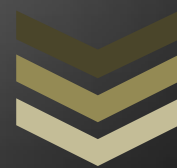# Curriculum Vitae

Jane Citizen (B Soc Sci)

Vision - to work with individuals and communities to build their capacity and empower them to reach their full potential.

30 Hope Street Sydney

0422 111 333

articulateresumes@hotmail.com

VISION

To work with individuals and communities to build their capacity and empower them to reach their full potential.

CAREER OBJECTIVE

To be a change agent on a micro and macro level in order to impact upon the health and welfare of individuals at a grassroots level, as well as planting the seeds of change at an institutional level.

PROFESSIONAL EXPERIENCE

Woolworths: 2004 – 2006: Customer Service representative

Sydney City Council: 2006 – 2010: Research Assistant

St. Vincent de Paul: 2010 – Door Knock Appeal Co-ordinator

St. Vincent de Paul: 2010 – Researcher

Youth Challenge International – International Community Development Internship: 2010

The Oaktree Foundation: 2009 – current Live below the Line fundraiser

SKILLS

- Advocacy
- Research
- Group facilitation
- Developing education and training packages
- Health promotion
- Building and maintaining relationships with networks and stakeholders
- Developing funding submissions
- Referrals
- Telephone counselling
- Accidental counselling
- Chairing meetings
- Events management
- Fundraising
- Project management
- Managing and supervising a team
- Developing and revising policies and procedures
- Reporting to funding bodies
- Computer literacy – Word, Excel, PowerPoint, Outlook
- Developing promotional material

- Resource development
- Working with at risk young people

AWARDS

Pride of Australia Award 2012

EDUCATION

High School Certificate: 2007

Bachelor of Social Science: 2010

Diploma of Community Services: completing

Responsible Service of Alcohol: 2008

Certificate II in Hospitality and Retail Operations: 2009

Senior First Aid: 2011

Mental Health First Aid: 2011

REFEREES

Jessica Smith, Woolworths:

02 9656 2312

Robert Jones, Sydney City Council:

0444 333 111

Sarah Magee, The Oaktree Foundation

0444 555 666