

RESUME

Elise Crawford 2009

PERSONAL DETAILS

Name: **CRAWFORD, Elise Geraldine Cathrina**
Home address: 72 Archer Street, Emu Park Qld 4710
Postal address: PO Box 114, Emu Park Qld 4710
Telephone: (07) 4939 6529 (home) or 0418 878 520 (mobile)
E-mail: elisecrawford123@hotmail.com

CAREER OBJECTIVE: Occupational Health and Safety Officer/ Hygienist/ Ergonomist

Seeking a position as an occupational health and safety professional with a particular interest in the human body and effects the working environment has on safety, health and well being. Extensive experience in people skills and teaching will motivate workers to create a healthy and safe work culture.

QUALIFICATIONS

- 2009 – Current **Bachelor of Occupational Health and Safety**
CQUniversity, Australia
- **Expected graduation date: November 2009**
 - Grade point average: 6.75 (scale 0 – 7)
 - Key Subjects: Risk Management; Human Factors; Occupational Hygiene and Toxicology; OHS Management Systems; OHS Law; Anatomy & Physiology
- 2009 – Current **Certificate IV in Training and Assessment (TAA40104)**
Central Queensland Institute of TAFE
- Expected certification (November 2009)
- 2009 – Current **Certificate IV in Workplace Health and Safety Officer**
CQUniversity, Australia.
- Expected certification (30 October 2009)
- 2004 **Associate Diploma in Musical Theory, Criticism & Literature,**
TCL
- 2002 **Associate Teacher's Diploma in Speech and Drama, AMEB**
- 1996 **Associate Teacher's Diploma of Music Australia, AMEB**
- 1994 **Licentiate Teacher's Diploma in Piano, TCL**
- 1985 **Bachelor of Arts**
Ambassador College, CA, USA.

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PRIZES

2008 Jordan Ferrier Memorial Prize (CQUniversity, Australia)
(Highest GPA in Health and Safety and Human Performance)

EMPLOYMENT HISTORY

Professional Profile

Sole trader and contract music teacher (18 years) and drama teacher (7 years). Extensive study into child pedagogy led me to the development of three keyboard instruction books which ensure foundational development in performance, technique, basic concepts and musicality. I have extensive experience in play writing, production organisation, costume and stage design, lighting and sound effects. Enthusiastic, multi-skilled and self-managing professional with highly developed written and oral communication skills. Recent OHS experience in an open cut coal mine, currently a Workplace Health and Safety Officer and completing industry practicum for Workplace Health and Safety Queensland - Rockhampton.

2009 Occupational Health and Safety Industry Practicum

Workplace Health and Safety Queensland, Rockhampton

- Project coordinator – Survey CQ/WB Medium Sized Businesses to learn reasons behind injury rates and how these businesses prefer information and advice delivery
 - Rationale and design a questionnaire
 - Set up and launch the online survey
 - Evaluate, analyse results and report

2009 Workplace Health and Safety Officer

Sacred Heart Primary school, Yeppoon

- Liaise between the School Principal and employees
- Keep records current on training, hazards, incidents and injuries
- Perform workplace inspections
- Develop safe work procedures
- Update and write risk assessments
- Train employees on safety systems
- Design presentations

2008-2009 Occupational Health and Safety Vacation Student

Rio Tinto/ Coal & Allied, Mt Thorley, Warkworth Operations (MTW)

- Training employees to report incidents and hazards (Aligning Business Solutions).
- Design material to facilitate the learning process for employees (cheat sheets).
- Developed a tracking system to monitor reporting status of incidents (spreadsheet).
- Liaison with managers, safety consultant and experienced employees in development of the Risk Register for the mining department.
- Utilised qualitative risk assessment process on identified work processes.
- Audit and update workplace inspection checklists for the mining department.
- Interpretation of Coal & Allied standards and NSW legislation.
- Compliance with safety culture.

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1990 - Current	Sole Trader: Private Piano, Keyboard and Music Teacher
1998 – Current	Contract piano teacher at Sacred Heart Primary, Yeppoon
2001 – 2008	Contract speech & drama teacher at Sacred Heart Primary
1998 – 2006	Contract piano teacher at St. Ursula's College, Yeppoon
1998-2002	Employed piano teacher at St. Brendan's College, Yeppoon

Sole Trader – Teacher: Associated Activities

- Administration: Student record keeping, account record keeping, invoicing, banking, timetabling of lessons, hall and equipment bookings.
- Communication: Written, oral, electronic.
- Promotion: Newspapers; newsletters and posters.
- Organisation: Payments and receipts, timetabling and attendance, purchasing and adjustments and innovation register.
- Risk Management: Health and safety obligations, proactive planning for performances, hazard identification, risk assessment, implementing controls, purchase control, investigations and maintenance of equipment.
- Concerts: Hiring concert venues, ticket and program design and printing, rehearsal organisation, training and management of stage, audio & lighting crews, health and safety management, evacuation procedures, set-up/ clean-up procedures.
- Production Organisation: Training and administering of make-up and costuming, manual handling and specialty use of properties and special effect items, video production and distribution, distribution of responsibilities and accountabilities.
- Teaching: Understanding cognitive and behavioural development, design of lesson plans, develop student musical and expressive skills and personal confidence. monitoring of progress, reporting on progress, script writing.
- Client management: Information, investigations, negotiations, training, conflict resolution concerning student behaviour, parent issues and payments.

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WORK SKILLS MATRIX

Proficiency skills	Evidence
Management	<ul style="list-style-type: none"> • 18 years experience as a sole trader
Development of learning resources	<ul style="list-style-type: none"> • 3 keyboard instruction tutorials • 2 music educational games
Communication (electronic, written, oral, group)	<ul style="list-style-type: none"> • Electronic: Email, Blackboard, Moodle, Outlook Express, online survey (MTW, University studies, Sacred Heart School, Workplace Health and Safety Queensland (WHSQ)) • Written: letters, memos, reports, proposals, flow charts, research essays • Oral: 18 years teaching experience with groups and individuals, client telecommunications.
Leadership	<ul style="list-style-type: none"> • 1984 - President: Speech club (Ambassador College) • 1985 - Resident Assistant (Ambassador College) • 1996 -1998 President Emu Park School of Dance • 2009 - President Social Club (HHP Dept. CQU)
Conflict Resolution	<ul style="list-style-type: none"> • Clients issues concerning payment and behaviour
Team Work	<ul style="list-style-type: none"> • Employment at MTW – Safety and Training Team • University studies - Group work (CQU)
Promotion	<ul style="list-style-type: none"> • Newspaper articles (Ballet School) • Posters and fliers (Fundraisers) • Word of mouth and personal involvement
Time Management	<ul style="list-style-type: none"> • Balance work, study, family, friends, community 18 yrs • Meeting deadlines set (CQU, MTW, WHSQ)
Computer Applications	<ul style="list-style-type: none"> • Microsoft Office suite (Excel, Word, Power Point) • Adobe Premiere and Photoshop
Presentation	<ul style="list-style-type: none"> • 18 years teaching experience (group and individual) • University study (CQU) • Employment at MTW
Creativity	<ul style="list-style-type: none"> • Seven drama productions, costume and prop design • Program and ticket design
Risk Management	<ul style="list-style-type: none"> • Ensuring safety for 18 piano and 7 drama concerts • Safety systems for Sacred Heart Primary School • Set up of Risk Register (MTW) • Audit Workplace Inspection Checklists (MTW)

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PROFESSIONAL MEMBERSHIPS

Music Teachers' Association of Queensland Inc. Rockhampton branch.

STUDENT MEMBERSHIPS

- Australian Institute of Occupational Hygienists Inc (AIOH)
- Human Factors Ergonomics Society of Australia Inc (HFESA)
- Professional Networking Organisation CQ (PNO-CQ) – Rockhampton region
- Social Club President – School of Health and Human Performance (CQU)
- Student Representative – Programme Operational Team – School of Health

LICENCES

Workplace Rehabilitation and Return to Work Coordinator

Australasian College of Health and Safety Administration

First Aid Certificate, Queensland Rail

Drivers Licence – Class C, Queensland Transport

Positive Notice blue card for child Related Employment

Commission for Children and Young People and Child Guardian

INTERESTS

- Helping people
- Health: well-being, camping, trekking, kayaking and surfing
- Design (artistic layout and statistical graphs)
- Different cultures
- Travel

REFEREES

Christine Sherry

Mining – Safety & Training Advisor –
Rio Tinto, Coal & Allied –
Mount Thorley Warkworth
PH: (02) 6570 1540 Mobile: 0488 701 45
Email: christine.sherry@rtca.riotinto.com.au

Mary Schick

Principal
Sacred Heart Primary School
PH: (07) 4933 6288
Email: mary_schick@rok.catholic.edu.au

Scott Campbell

Regional Operations Manager
Workplace Health and Safety Queensland
Central Queensland/Wide Bay Region
PH: 0407 620 716

Ryan Kift

Acting Program Director
Health and Human Performance
CQUniversity, Australia
PH: (07) 4930 6905
Email: r.kift@cqu.edu.au

Report Results [Return](#)

CQUniversity, Australia

Unofficial Transcript

Name : Mrs Elise Geraldine Crawford

Student ID: S0154335

Birthdate : 12 July 1961

- - - - - Academic Program History - - - - -

Program : CQ26 - B Occupational Health & Safety
2008-01-15 : Active in Program
2008-01-15 : Occupational Health & Safety Major
Print Date : 17 July 2009

Undergraduate Record

2008 Term One

HMSC 11006	ROK	Physical Activity, Fitness and Health	6.00	6.00	HD
HMSC 11034	ROK	Study Skills for Health and Human Performance	6.00	6.00	HD
OCHS 11025	ROK	Introductory Health and Safety Risk Management	6.00	6.00	HD
SCIE 11019	ROK	Introductory Bioscience	6.00	6.00	D
CQ26	TERM GPA :	6.750	TERM TOTALS :	24.00	24.00

The Jordan Ferrier Memorial Award

2008 Term Two

BIOH 11004	ROK	Human Physiology	6.00	6.00	HD
HMSC 11004	ROK	Measurement and Evaluation in Health and Human Perfor	6.00	6.00	HD
HMSC 11005	ROK	Human Anatomy	6.00	6.00	HD
OCHS 13011	FLEX	Occupational Rehabilitation and Compensation	6.00	6.00	HD
CQ26	TERM GPA :	7.000	TERM TOTALS :	24.00	24.00

Transfer Credit from Overseas Education Institution

Applied Toward B Occupational Health & Safety Program

BLOC 40065	Block/Unspecified Credit	36.00
HMSC 12026	Teaching, Learning and Health Promotion	6.00
PSYC 11009	Social Foundations of Psychology	6.00
	TRANSFER TOTALS :	48.00

2009 Term One

OCHS 12001	FLEX	Introductory Occupational Health and Safety	6.00	6.00	D
OCHS 12002	FLEX	Fundamentals of OHS Practice	6.00	6.00	HD
OCHS 13007	FLEX	Industry Practicum	6.00	0.00	PO
OCHS 13008	FLEX	Human Factors CQ26	6.00	6.00	HD
OCHS 13016	FLEX	Occupational Health, Hygiene and Toxicology	6.00	6.00	D
CQ26	TERM GPA :	6.500	TERM TOTALS :	24.00	24.00

2009 Term Two

OCHS 12005 FLEX Risk Management and Safety Technology	CQ26	6.00		
OCHS 12015 FLEX Law and Management of Occupational Health and Safety		6.00		
OCHS 13010 FLEX Applied Worksite Analysis		6.00		
CQ26	TERM GPA :	0.000	TERM TOTALS :	0.00

Undergraduate Career Totals

CQ26	CUM GPA :	6.750	CUM TOTALS :	78.00	120.00
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Highest grade for the following classes:

OCHS13008 Human Factors

OCHS13016 Occupational Health, Hygiene & Toxicology

OCHS13011 Occupational Rehabilitation & Compensation

OCHS11025 Introductory Health & Safety Risk Management

HMSC11034 Study Skills for Health and Human Performance

HMSC11006 Physical Activity, Fitness and Health