

## Hashan Pussegoda

### Career Statement

Hardworking and an organised Commerce graduate with work experience in various public service Departments, seeking a position to enhance skills and gain employment in the Australian workforce.

### Skills and abilities

Able to work independently and as part of a team, excellent communication skills, research and interpretation and reporting skills, analytical and accuracy skills, able to manage time and prioritise workload

### Education

Current	Diploma in Information and Technology at Coder Academy
2020 – October 2020	Introduction to JavaScript, HTML and CSS and Web Development with Codecademy
2017 – September 2019	Master of Commerce specialising in Human Resources <i>Macquarie University</i>
2013 – June 2016	Bachelor of Commerce major in Human Resources <i>Macquarie University</i>

### Professional Overview

#### March 2019 – November 2019: Project Officer at Stryder Incorporated

*It is an organisation that provides services and transport to elderly and disabled clients.*

##### Position Summary

Main duties are administration and digital marketing.  
Research Facebook accounts of other service providers and mapping out guidelines for future content for the Stryder Facebook page, taking photos, writing blogs for Facebook page, designing a template table for updating daily content on social media.  
Develop PowerPoint presentation for marketing purposes.  
Develop an online staff induction programme.  
Develop customer surveys and Client Survey Report.  
Design electronic staff notice board

#### January 2019 – July 2019: Volunteer at Corethics Ltd (Newcastle)

*An organisation that ensures social and environmental ethics are at the core of businesses within the Tourism Industry in Australia and Indonesia.*

##### Position Summary

Research and design a spreadsheet of potential clients of industry and their current ethical status, and research on opportunities for improvements

#### July - August 2017: HR Intern at Department of Employment, Canberra (APS 2)

*Department of Employment has responsibility for national policies and programs that help Australians find and keep employment and work in safe, fair and productive workplaces.*

##### Position Summary

Design a New Starter Checklist and Work health and Safety check list

Review and analyse statistics on White Ribbon survey and provided solutions for improvement

#### Key Achievements

Research on various organisations in regards to New Starter programs and designed a New Starter Checklist and Work health and Safety check list.

#### **July - Oct 2016: HR Intern at Department of Communications and Arts, Canberra. (APS 1)**

*Department of Communications and Arts responsible to promotes an innovative and competitive communications sector in Australia*

#### Position Summary

Prepare Digital Lessons on Google Hangouts, YouTube and mobile phone video shooting for department staff  
Research work on Diversity and Inclusion  
Research and record Equal Employment Opportunity (EEO) information relevant to APS jobs  
Take part in team meetings

#### Key Achievements

Research in regards to diversity and inclusion with an increased focus on the key areas; Indigenous, Culture and Linguistics, Disability and Gender Equality and produced a comprehensive report to be presented to Diversity and Inclusion Committee. This enhanced my understanding to appreciate contributions of people with different backgrounds.  
Department extended the internship for extra three months.

#### **March - June 2016: Learning and Development (L and D) Intern/voluntary at Taronga Zoo, Sydney.**

*Taronga Zoo is a not-for-profit organisation supporting wildlife conservation.*

#### Position Summary

Work with a team of three fellow interns in order to assist Taronga Zoo in the development of a Learning and Development Strategy, which would motivate staff to care about the issues of Animal Welfare, Conservation and Sustainability.

#### Key Achievements

Recommended an experiential learning approach known as Arts-based learning and presented to the Learning and Development staff  
Used feedback received from the draft presentation, to create and present a learning and development strategy, demonstrating how it could be implemented in the workplace. This opportunity increased my passion for leadership opportunities and my ability to thrive in a fast paced environment.

#### **Jan – Feb 2016: HR Intern - People and Communication Branch at IP Australia, Canberra. (APS 3)**

*IP Australia is an Australian Government agency that administers intellectual property (IP) rights and legislation relating to patents, trademarks, designs and plant breeder's rights.*

#### Position Summary

Assist to design new categories of incidents, review and reclassify old incident report forms  
Designed a Work Place Health and Safety brochure for visitors, contractors and casual workers, in regards to safety procedures  
Research work on IP Australia's policy on personal leave, research and record online instructions for ergonomic equipment

## Key Achievements

Assisted the design of new categories of incidents, based on TOOC codes (Australian Safety and Compensation Councils Types of Occurrence Classification system), and gave an indication of the severity of the incident. My research, analytical and data recording skills and organisational skills at work place improved through my work at IP Australia.

**December 2015:** Practical experience in a sales role, through on the job training with a door to door marketing company.

**December 2014:** Maintenance helper – Dunmore Lang College, North Ryde, Sydney

**December 2014:** Kitchen hand – Raj's Corner Indian Restaurant, Glendale Super Centre, Newcastle

**December 2012:** Volunteer at the Hunter Wetlands.

## Awards and Achievements

- 2015 Academic Scholarship at Dunmore Lang College, Macquarie University
- 2015 Dunmore Lang College 'Half Glass Full' award for the motivated, cheerful and passionate student
- 2014 Dunmore Lang College musical festival
- 2010 fund raising for Nexus Unit at the John Hunter Hospital

## Competencies

Web Design

Proficient computer skills in Word, Excel and Access, PowerPoint – maintaining data bases, making brochures

Public speaking - Australian Music Examination Board (AMEB) exams – Fourth Grade in Speech and Drama

## Hobbies and interests

Music

Travel

Table Tennis, Cricket

## Referees:

Stav Contellis  
Operations Manager  
Stryder Incorporated  
0402 332139 (mobile)

Cathy Reid  
Senior Communications Advisor  
Department of Communications and Arts  
0419 694160 (mobile)

Andrew Nikolaidis  
Former Manager, Learning and Development  
People, Culture and Learning

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