

NURAFNI SIMAMORA

STUDENT SUPPORT / WELL - BEING OFFICER

👤 ABOUT ME

I am a student support/well-being officer and an experienced administrator with a wide range of experience in the education sector and allied health. I possess a strong work ethic and interpersonal skills. I strongly believe in the importance of working with integrity and showing compassion to others.

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🎓 EDUCATION

Bachelor of Psychology (Honours)

Present

Macquarie University,
Sydney

ATA Advanced TESOL certificate

2015

Australasian Training
Academy, Sydney

Certificate III Childcare Services

2014

Advanced Training Institute,
Sydney

Higher School Certificate

2009

Malek Fahd Islamic School
Sydney

👤 SKILLS

- Communication
- Problem Solving
- Team Work
- Time Management
- Professionalism
- Critical Thinking
- Adaptability
- Able to Multitask
- Attention to Detail
- Caring and Empathy
- Administrative Skills
- Microsoft Office 365
- Customer Service

🗣 LANGUAGES

- English
- Indonesian

⚙ WORK EXPERIENCES

Mentor, Raise Foundation

May 2022 - October 2022

Mentored high school students to build resilience, help-seeking skills, hope for the future and create a sense of belonging in school.

Internship, PsychCentral

March 2022 - June 2022

Provide administrative support to allied health professionals. This involved collating information on primary and secondary schools in NSW and using excel. Collaboratively working with other interns to offer School Based Services.

Educator, Creative Family Day Care

2013 - 2014

Responsible for caring, educating and meeting the needs of children in the early learning years. This involved assisting students with their homework, providing pastoral care and support as well as other administrative duties.

Tutor, HD Tutoring

2012 - 2014

Tutor students from K to 12 in Mathematics and English. Provide support and training to students on basic math skills. With senior students, provided subject-specific advice and support regarding their HSC.

👤 REFERENCES

Maria Bui, Mentor Advisor

Raise Foundation

Phone: +61 406 241 445

Email: maria.bui@raise.org.au

Sakinah Fattouh, Allied Health Manager and Speech Pathologist

PsychCentral

Email: s.fattouh@psychcentral.com.au

Dian Natakusuma, Former Tutor at HD Tutoring

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