**Résumé:**

**Rhiana Heath**

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| **CONTACT DETAILS:** | | **Telephone**  *Home: (03) 9428 7646*  *Mobile: 0437 950 089* | | **Address:**  *207/8 Balmain St*  *Cremorne*  *VIC 3121* | **Online:**  [rhiana@heath.cc](mailto:rhiana@heath.cc)  <https://github.com/Rhiana> |
| **ACHIEVEMENTS:** | | | | | |
| At API, using Microsoft Excel and Access created a database that reconciled internal data against invoices automatically rather than manually. During this process I became familiar with coding in SQL. This database would then generate invoices with GL codes of up to 300 lines allocating amounts to each one. Whilst keeping a record of which invoices had been paid that could then be used for end of month reconciliations. I wrote and attached documentation of how to use this database which I then used when training my replacement. This turned a complicated full time role into a straight forward part time role with potential to extend the role with future reporting capabilities. | | | | | |
| **SOFTWARE PROFICENCY:** | | | | | |
| Expert  Intermediate  Beginner | | Microsoft Package, and Data Warehouse  HTML, CSS, SQL, Great plains, Lotus Notes, Zimbra and Synergetic  QuickBooks, Citrix and MYOB | | | |
| **QUALIFICATIONS:** | | | | | |
| Mar 07 – Nov 10  Jan 11 – Sep 13  Jan 13 | | **Double Bachelor of Science and Education**  *Monash University, Clayton Campus*  *Completed November 2010*   * Majors: Secondary Education and Psychology * Minor: Biology * Part: Mathematics   **Victorian Institute of Teaching Registered**   * Full Registration Number: 359730   **First Aid**  *Australian Red Cross*   * Apply first aid units: * HLTFA311A – Apply first aid * HLTCPR211A – Perform CPR * HLTFA211A – Provide basic emergency life support | | | |
| **TEACHING WORK HISTORY:** | | | | | |
| Jul 12 – Jan 13 | **Doncaster Secondary College**  *Graduate Mathematics Teacher*   * Taught years 7 to 10 mathematics * Visited and reported on other local secondary schools * Developed curriculum * Used data when assessing students | | | | |
| Aug 11 – Jun 12 | **The Academy of Mary Immaculate**  *Graduate Mathematics and Science Teacher*   * Taught 7 to 10 mathematics, science and VCE Biology * Contributed to the contemporary school approach to teaching * Played netball in staff versus student matches | | | | |
| Jan 11 – Jul 11 | **Rowville Secondary College**  *Graduate Mathematics and Science Teacher*   * Taught 7 to 10 mathematics and science * Worked on the committee designing a maths and science academy * Co-wrote exams | | | | |
| **ADMINISTRATION WORK HISTORY:** | | | | | |
| Feb 13 – Jul 13 | **Trinity College**  *Academic Programs Officer*   * Academic program management for a high school holiday program * Data entry, management and production of reports * Booking rooms and events * Liasing with students, parents, mentors and teachers * Hiring and managing mentors during the program | | | | |
| Dec 09 - Jan 11 | **Australian Pharmaceutical Industries**  *Accounts payable clerk*   * Reconciling internal data of outgoing stock from the warehouse with incoming transport invoices * Coding and data entering invoices into the accounts system * Assisting vendors with invoice inquiries * Providing budget reports for the manager. | | | | |
| Jan 09 – May 09 | **Asian Pacific Building Corporation**  *Accounts payable clerk*   * Liaising with vendors * Reconciling accounts with statements * Processing weekly payments * Data entry up to 100 invoices per day * Large scale filing | | | | |
| Sep 05 – Mar 07 | **Repco**  *Accounts payable clerk*   * Liaising with outside vendors * Customer service * Reconciling accounts against statements and past history * Reconciling monthly GL accounts * Processing payments * Data entry of invoices * Assisting with queries as part of an in-bound call centre | | | | |
| **REFERENCES:** | | | | | |
| **Craig Tellefson**  **Head of the Mathematics department**  **Academy of Mary Immaculate**  Tel: (03) 9419 3044  Email:  [craig.tellefson@academy.vic.edu.au](mailto:craig.tellefson@academy.vic.edu.au) | | | **Eva McMaster**  **Principal**  **Doncaster Secondary College**  Tel: (03) 9848 4677  Email: [mcmaster.eva.e@edumail.vic.gov.au](mailto:mcmaster.eva.e@edumail.vic.gov.au) | | |
| **Dr Brenda Holt**  **Chief of Staff**  **Trinity College**  Tel: (03) 9348 7520  Mobile: 0433 370 358  Email: bholt@trinity.unimelb.edu.au | | | **Jason Boyce**  **Year 9 level co-ordinator**  **Doncaster Secondary College**  Tel: (03) 9856 1035  Mobile:0407 305 057  Email: [boy@docastersc.vic.edu.au](mailto:boy@docastersc.vic.edu.au) | | |