

20 November 2023

HR Manager

Dear Hiring Manager

With a proven track record of providing strategic vision and leading state and national teams towards successful projects and health initiatives within education, mental health and not-for-profit settings, I am excited about the opportunity to contribute to your team's success. I am excited about the opportunity to apply my clinical expertise and leadership to assist your team in implementing projects and driving effectiveness and operational growth.

Throughout my career, my approach has always been continuous improvement, driven by reviewing new evidence, engaging in consultation, and fostering collaborations to establish effective processes, frameworks, and partnerships. These efforts have consistently led to the consolidation and sustainability of the programs and services I've been involved with.

Currently, I hold the position of headspace Be You National Operations Manager, based in Melbourne, which I've held for four years. My journey with Headspace began in Perth, where I served as the Headspace Be You National Education Advisor for a year. During this time, I contributed significantly to the design and development of the “Be You” national initiative in collaboration with partners Beyond Blue and Early Childhood Australia. I was responsible for content development and played a key role in developing and implementing a headspace national stakeholder engagement strategy, successfully engaging 6,500 schools across Australia within nine months.

During the course of my career, I have developed a solid skill set that is highly relevant to the role, which includes but is not limited to the following:

* **Leadership & Executive Presence:** I have a proven track record leading teams effectively. My leadership skills encompass decision-making, goal setting, team motivation, and guiding to achieve organisational objectives.
* **Program Development:** I possess expertise in conceptualising, designing, and implementing programs or initiatives. This includes identifying needs, setting program goals, creating a plan, and executing it to achieve specific outcomes**.**
* **Strategic Planning:** I excel in strategic planning, devising long-term strategies that align with an organisation’s goals. This involves analysing the current state, setting objectives, and creating a roadmap for achieving those objectives.
* **Stakeholder Engagement:** I have a strong aptitude for effective communication and collaboration with various parties or stakeholders, both internal and external to the organisation. This includes building relationships, addressing concerns, and ensuring alignment with common objectives.
* **Budget Management & Financial Acumen:** My experience includes proficiently managing financial resources. I have a proven ability to create budgets, monitor expenses, and make financial decisions that align with the organisation’s financial goals.

I strongly believe that my comprehensive knowledge, experience and the totality of my skill set perfectly fit with the requirements of this role. Therefore, I welcome the opportunity to discuss how I can benefit your organisation and look forward to hearing from you regarding an interview.

Yours faithfully

**DENISE WILSON**

*Encl. Professional Résumé*

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