

# Kimberley Duong

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📍 Canberra, Australia

## 🕒 PROFESSIONAL EXPERIENCE

### Employer Relations & Careers Officer

Student Experience & Career Development • The Australian National University  
November 2017 - ongoing

#### Responsibilities:

- delivering individual careers consultations and group workshops to ANU students and assisting students directly with career decision-making, application and interview preparation and job search strategies
- responsible for marketing ANU Careers through the management of [website](#) and [social media content](#), online engagement with students and industry connections
- liaising with internal and external stakeholders to plan, coordinate, implement, and evaluate career development and employer relations resources, programs and projects that focus on and enhance the student experience at different stages of the university life cycle
- organising and delivering employer events on campus, such as the 2018 Employer Visits Program with 22 employers presenting, the 2018 Law Fair with 26 employers and the 2018 Tertiary to Work Careers Fair with over 60 employers in attendance
- producing, analysing and interpreting data related to the student experience and contributing to the dissemination of SECD work via reports, conference presentations, research papers and briefing notes

#### Achievements:

- responsible for the review, rebrand and delivery of the [2018 ANU Careers Guide](#) in print and online media, including oversight of the content review team
- produced the ANU Careers 2018 "Graduate Calendar" postcard to market graduate recruitment dates, key employer events and careers fairs and ANU Careers services

### Careers Consultant

Student Experience & Career Development • The Australian National University  
May - November 2017 (secondment)

#### Responsibilities:

- designed, created, implemented and evaluated programs and online and print resources to build student career development capability
- delivered individual careers consultations and group workshops to ANU students and assisted them directly with career decision-making, application and interview preparation and job search strategies
- reviewed the needs of specific student cohorts to devise, develop and deliver flexible, stand-alone activities such as seminars, workshops and resources in response to student needs
- built and maintained relationships with industry, employers and alumni to encourage participation in careers education activity, to ensure that practice reflected needs relevant to the contemporary labour market

## 🎓 EDUCATION

### Bachelor of Arts

The Australian National University  
Majors: Gender, Sexuality & Culture  
• Anthropology • Archaeology  
2007 - 2011

## 📜 CERTIFICATION

Adviser • Career Voyage  
2017

Working with Vulnerable  
People • ACT Government  
2017

Standard Mental First Aid  
• Mental First Aid Australia  
2015

#### Achievements:

- delivered tailored application and interview workshops and individual careers counselling and feedback to the University's ten applicants for the 2018 New Colombo Plan (NCP). Nine ANU students overall won scholarships - the highest number the ANU has achieved. This was the first time ANU Careers had been involved with NCP.

#### **Human Resources Consultant**

The Australian National University  
July 2015 – May 2017

#### Responsibilities:

- coordinated HR activities and provided high level and professional HR advice on complex HR matters
- provided senior HR service and high-level support, including advice on the interpretation and compliance of HR policies, procedures and legislation;
- managed complex personnel cases including change management, grievances, conflict and under-performance
- managed and mentored junior HR staff in pilot shared services hub model, including setting performance standards and client service expectations

#### **Senior Consultant – People and Change**

KPMG Canberra  
April – July 2015

#### Responsibilities:

- management consulting in people and change; including behavioural and cultural change management, communications and organisational design, HR optimisation, project management and process improvement
- extensive research on public/private best practice HR principles and practices in order to provide advice and recommendations to Federal Government clients
- project support; including compiling official project documentation, PowerPoint presentations and handouts, stakeholder engagement and communication plans

#### **Human Resources Officer**

Colleges of Science • The Australian National University  
December 2014 – March 2015

**Travel Abroad** • January – December 2014

#### **Human Resources Consultant (Project)**

The Australian National University  
March 2012 – January 2014

#### Achievements:

- successfully selected to the pilot ANU Early Career Professionals Graduate Program through a merit based process
- nominated for 1 of 2 places by the ANU Centre for Career Development to represent the 2012 ANU Early Career Professionals Graduate Program cohort at the ANU Leadership Symposium
- developed and implemented an induction program for new staff to the College including induction packs and meetings, and tailored onboarding programs for academic and professional new starters

**Human Resources Officer** • October 2011 – March 2012

**Human Resources Assistant** • July - October 2011

**Casual Human Resources Assistant** • November 2008 – July 2011

The Australian National University

## **ACHIEVEMENTS**

**Early Career Professionals Graduate Program** • The Australian National University 2012

## **VOLUNTEERING**

**Lyneham Community Association**  
July 2017 – current

**Jet Flight Simulator Canberra**  
July 2017 – current

## **PROFESSIONAL MEMBERSHIPS**

**Australian Association of Graduate Employers**

**National Association of Graduate Careers Advisory Services**