

# Kimberley Duong

## EDUCATION

Bachelor of Arts, 2011  
Australian National University  
Majors: Gender, Sexuality & Culture,  
Anthropology and Archaeology

## CERTIFICATION

Mental First Aid, 2015  
Australian National University

## CONTACT

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## PROFESSIONAL EXPERIENCE

**Careers Consultant** | May 2017 - current  
Student Experience & Career Development  
Australian National University

Responsibilities:

- collaborating with key stakeholders to design, create, implement and evaluate programs and resources to build student career development capability
- delivering individual careers consultations to ANU students and assist them directly with career decision-making, application and interview preparation and job search strategies
- reviewing the needs of specific student cohorts to devise, develop and deliver flexible, stand-alone activities such as seminars, workshops and forums in response to student needs
- building and maintaining relationships with industry, employers and alumni in order to encourage participation in careers education activity, to ensure that practice reflects needs relevant to the contemporary labour market

**Human Resources Consultant** | July 2015 - May 2017  
Colleges of Science  
Australian National University

Responsibilities:

- coordinating and planning HR activities and providing high level and professional HR advice on a variety of complex HR matters
- providing senior HR service and high-level support, including advice on the interpretation and compliance of HR policies, procedures and legislation;
- managing complex cases including change management, grievances, conflict and under-performance
- contributing to strategic initiatives and improvement of HR practices and processes for within the College
- managing and mentoring junior HR staff in pilot shared services hub model, including setting performance standards and client service expectations

**Senior Consultant - People and Change** | April - July 2015  
KPMG Canberra

Responsibilities:

- management consulting in people and change; including behavioural and cultural change management, communications and organisational design, HR optimisation, project management and process improvement
- undertaking 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 including reports, PowerPoint presentations and handouts, stakeholder engagement and communication plans

## LAST UPDATED

August 2017

**Human Resources Officer** | December 2014 – March 2015  
Colleges of Science  
Australian National University

Responsibilities:

- providing high level advice and interpretation of ANU policies and procedures on HR matters; including recruitment, leave provisions, salary and benefits, visa sponsorship and employment conditions
- generating and analysing routine reports; including fortnightly payroll costing analysis, terminations, probationary reviews and salary increments, and providing accurate and timely advice to clients
- providing advice and guidance at all stages of recruitment for academic and professional staff positions including reviewing position descriptions for consistency and accuracy

**Travel Abroad** | January – December 2014

**Human Resources Consultant (Projects)** | March 2012 – January 2014  
College of Arts and Social Sciences  
Australian National University

Responsibilities:

- coordinating and planning HR activities and providing high level and professional HR advice on a variety of complex HR matters
- providing senior HR service and high-level support, including advice on the interpretation and compliance of HR policies, procedures and legislation;
- preparing complex documentation, briefing papers, management reports and workforce analysis reports for College Executive
- handling and managing complex cases including change management, grievances, conflict and under-performance
- delivering and designing team building workshops

Achievements:

- 2012 Pilot ANU Graduate Essentials Tertiary Administration Program
- nomination by the ANU Centre for Career Development to attend 2012 ANU Leadership Symposium

**Human Resources Officer** | October 2011 – March 2012  
**Human Resources Assistant** | July – October 2011  
**Casual Human Resources Assistant** | November 2008 – July 2011  
Australian National University

## VOLUNTEER EXPERIENCE

Volunteer – Lyneham Community Association | July 2017 – current  
Volunteer – Jet Flight Simulator Canberra | July 2017 – current

## REFEREES

Available upon request