

Kimberley Duong

EDUCATION

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

CERTIFICATION

Adviser, 2017
Career Voyage

Standard Mental First Aid, 2015
Mental First Aid Australia

CONTACT

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W: www.kimberleyduong.com

SECURITY CLEARANCE

Baseline

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 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