

# Liam Karp

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## PROFESSIONAL SUMMARY

*Professional and detail-oriented individual, passionate about working with school students. My commitment, focus, and strong work ethic allows me to learn quickly and adapt effectively. Excellent organisational skills and an eye for efficiency. Confident when working independently and passionate about collaboration. Excellent interpersonal skills through patience, active listening, and experience fostering positive relationships with colleagues, students, and wider school communities.*

## EDUCATION

### International Baccalaureate | 2016-2017

*Penrith Anglican College*

### Bachelor of Education (Secondary) and Bachelor of Arts (Design and Innovation Technologies) | 2022-2026

*Australian Catholic University*

- Major: Design and Technologies/Industrial Technologies, Minor: Textiles.
- Completed LANTITE.
- Completed two 3-week placements (Roseville College, and Holy Cross College).

## PROFESSIONAL EXPERIENCE

### Supervisor + HR | 2018-Current

*Waitara Before and After School Care*

- Helped run a centre catering to 300+ Primary School aged children.
- Collaborated in the management of a team of 30+ Educators.
- Digitised and streamlined HR and staffing processes.
- Facilitated staff meetings and staff appraisals.
- Designed and conducted on-boarding of new staff members, including: interviews, reference checks, hiring, and inductions.
- Independently managed the delegation of tasks each day through a spreadsheet.
- Facilitated activities for the children according to the My Time, Our Place framework.
- Collaborated with the management team to develop centre processes.
- Engaged with the wider community through communicating with parents regularly.
- Collaborated with staff and parents to assist with children with additional needs.

### Workshop Assistant | Term 4, 2024

*Roseville College*

- Assisted in the workshop as required by TAS teachers.
- Prepped materials and resources.
- Maintained and cleaned the workshop space.
- Provided guidance to students with their projects when required, through small group demonstrations and one-on-one help.

## SKILLS

- Microsoft Suite proficient
- Excellent literacy and numeracy.
- CAD (Fusion360, Illustrator) proficient.
- Effective Communication.
- Critical Thinking.
- Creative Problem Solving.
- Effective Time Management.
- Exceptional Professionalism.