

Lisa Ostman

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Availabilities: Mon-Thurs, 5:30am-5pm & 11pm-5am

Summary

Energetic, results-oriented individual motivated to maintain customer satisfaction and contribute to company success. Eager to bring a strong work ethic, reliability and 4+ years sales experience. Excellent organization, communication and relationship-building skills, acquired through experience in teaching students with behavioural problems. Articulate and friendly with a professional demeanour. Currently studying a night/weekend programming course that covers Full Stack Development.

Accreditations

- Completing a **six-month Full Stack Development Course**- learning HTML, CSS, Javascript (jQuery), Python, C+, MySQL, node.js and more!
- Graduated Cherrybrook Technology High School in 2017, **ATAR of 97.5**
- Proficient in **Microsoft Excel**, Photoshop, Word and Premier
- **First Aid/CPR Certified** in course HLTAID004- Providing Emergency First Aid in Education and Care Settings
- Possess a current **Working with Children's Check**
- Possess a current RSA

Experience

English Tutor at Capra Coaching, 10/05/18 – 27/07/19

- Organising lecture structures for multiple students through the term

Disability Carer, 22/07/18 – 08/02/19

Self Employed – Employer: Maria Perosh

- Caring for clients' daily schedules, dealing with behavioural situations, and multi-tasking under pressure.

Before/After School Care Educator, 22/07/18 – 08/02/19

PrimaryOSHCare – Employer: Sareen and Luke

- Caring for 120 children in the afternoon between K-6 on any given day
- Cleaning up and administrative duties, including planning day activities, recording lesson evaluations and filing records.

English Tutor, 01/02/18 – 01/02/19

Number Works'n'Words – Employer: Tim Tolvanen

- Taught classes of 4 students between ages of 6- 16 years old
- Had to complete lesson plans, record sheets and learning outcomes for 24 students
- Worked alongside students with disabilities and behavioural issues

Bartender/Waitress, 27/03/18 – 08/08/18

Hillside Hotel – Employer: Matt Dagg

- Developed interpersonal skills working alongside a team of 60 people and switching between floor and bar duties
- Receptionist work in using excel to plan table seatings, bookings and events
- Learnt organisational skills and ways to provide excellent customer service
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Sales Representative, 28/03/16 – 21/08/17

Autobarn, Dural – Employer: Graham

- Developed customer conflict resolution, research skills for locating and recommending car parts. upselling and team building.

Internships/Extracurricular

Volunteer Teacher's Assistant, 2017 – 2019

Oakhill Drive Public School

- Assisted Year 3 Teacher Judith Dixon with a class of 30 students
- Helped to teach students art and create lesson plans with teacher and art project ideas
- Developed a patient, energetic demeanour in high pressure situations

Currently editing first novel

- Regularly participate in NaNoWriMo, where writers attempt to write 50,000 words in the month of November – which has helped me to refine my organisation skills
- Editing my first novel in an urban fantasy trilogy I have written

STEM Teacher for In School Program, 29/05/18 – 09/07/18

Company: Young Engineers

- Individually conduct, prepared for and took care of class of 30 K-12 Students
- Developed organisational skills, in charge of bringing equipment every class
- Developed responsibility, respect and accountability by being in charge of a class by myself

Basketball Team Manager and Player, 10/11/17 – 10/12/18

Hillside Hornets, Two Teams

- Developed a strong sense of teamwork, as well as organisational skills for email filing, staying within deadlines and ensuring members paid fees
- Play in a Unisex Competition every week and manage a Males, U22 team weekly

Social Justice club member, 03/06/13- 28/12/17

Cherrybrook Technology High School

- Hosted and organised an International Women's Day Assembly, including calling up and booking guests to speak
- Volunteered at various school fundraisers and organised the school's 40 Hour Famine event, including running daily sign-up events, managing the school's social media account and promoting event

References

Capra Coaching, Ashley

Mosman, 2088

Phone no: (02) 9327 8332

Tim Tolvanen

Owner of Number Works'n'Words,

Baulkham Hills

Phone no: (02) 9686 3677

Mrs. Judith Dixon

Teacher at Oakhill Drive

16 Rowena Place, Cherrybrook 2126

Phone no: 0423 182 292