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## MELISSA DUNCAN

I am a highly motivated, enthusiastic and determined person who is adaptable, nurturing and organised. I have an effervescent nature and a passion for life that is demonstrated in everyday life, on the track where I have competed a number of times on the world stage and in the classroom where I teach. More recently, I have been involved in an online App Start up which has adapted my skillset to being largely online and honing my skills in the tech world. Having this insight into what goes into the creation of an app including the front and back end has sparked my interest in software development and exposed a natural taking to the problem solving nature and understanding of tech issued.

My role at Forrunners.app is largely assisting in everyday problems, which has meant utilising a unique hybrid of communication, editing, programming and online teaching methods which I believe is key in adapting to the ever changing and progressing education world. As head coach and event coordinator, it is part of my responsibility to assist in coordination of events for Forrunners.app, which involves seeking out event locations, establishing connections and managing the schedule, working with budgets and organising catering, marketing, sign up forms and email sequencing. Problem solving and critical thinking during events is a key part of my role and I believe these attributes are also crucial when working with software and in a team environment.

Furthermore, I am an Australian representative runner and have competed internationally on 10 occasions, representing Australia at Commonwealth Games, World Championships and Olympic selection. Having been a professional athlete for ten years, I have done a large amount of public motivational speaking in schools and have excellent communication skills. I pride myself on my ability to connect with others, make meaningful relationships and stay calm in challenging situations. I am always willing to learn and strive to improve myself and my skills.

As a professional athlete, I have experienced my fair share of ups and downs through performance and injury- including injuring my foot one week before I was to board the plane for the Rio Olympics, something I had worked my whole life for. Being an athlete has forced me to face many challenging situations and has taught me resilience as well as the value of patience, persistence and problem solving when things go wrong. Similarly, the online space requires resilience, trouble shooting and problem solving which is where I feel my strengths lie and I would love to be able to continue this trajectory of development and growth in an online education space.

I pride myself on being able to create unique ideas and solutions to problems while being a great listener, who is always open to others perspectives and opinions. I am a fast learner and take feedback well.

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## Education:

**Bachelor of Education- Deakin University (2009-2014)**

**IBM Full Stack Software Developer Professional Certificate (2023-Present)**

Courses completed:

- Introduction to Cloud Computing
- Introduction to Web Development with HTML, CSS, JavaScript
- Developing Back-End Apps with Node.js and Express
- Getting Started with Git and GitHub

## Experience

**Physio App Startup: 2022- Present**

- Manage and organise the startup's calendar, scheduling meetings, appointments and events around Australia and internationally.
- Assist in making critical decisions and facilitating the direction of specific elements of the app including finances
- Input and manage data accurately in spreadsheets and databases.
- Handle incoming and outgoing communication, including emails, phone calls, and mail.
- Prepare and edit documents, presentations and reports as needed.
- Maintain accurate records, databases, and filing systems

**Personal Assistant/Event Coordinator Forrunners.app: 2022- Present**

- Organisation of catering, logistics, event spaces, signage, promotional materials including email sequencing in the lead up to the event

**Coach at Forrunners.app: 2022- present**

- Consultant and coach at Pilates for Runners -
  - Developed online run coaching platform at Pilates/coaching for runners including layouts, systems and programs
  - Online programming for runners with focus on goal setting, periodisation
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**Casual Relief Teaching, ANZUK — 2020-Present**

- Casual teaching with various schools, which led to long term (12 week) placements in PE, French and grade 5/6, meaning I had to plan and prepare lessons for the duration of that time including inter school sporting events/ International studies days and logistics

**Ceramics Teacher, Ferntree Gully Community & Arts Centre — 2015-2020**

- Planning and teaching pottery lessons to students aged 6-16
- Coordinating School holiday programs
- Implementing safety procedures while using pottery equipment such as throwing wheel, rolling machine, glazes.

**Professional Ekiden Runner, Shiseido — 2006–2008**

I lived in Japan for two years running and competing for Shiseido in their Ekiden competition which involved:

- Training three times a day
- Teaching myself to speak and read Japanese (as no one on the team spoke English)
- Addressing and making speeches to thousands of Shiseido employees as well as PR events
- Daily problem solving of the many challenges that come with moving to a non English speaking country solo.
- Living with a team of 13 girls and working as a team in every aspect of our lives, from training to hand washing dishes, everything was done together as a team

**Motivational Speaker, Victorian Institute of Sport — 2016-2019**

- Taking school tours through the Victorian Institute of Sport, educating about the lives and various training methods of professional athletes
- Visiting schools and workplaces to share my story as an athlete including strategies for overcoming adversity and motivation.

**Program Facilitator, Sporting Schools, Athletics Australia- 2016-2019**

- Visiting schools and running successive clinics for students, teaching the fundamental skills of athletics
  - Planning and preparing sessions
  - Adapting lessons based on students ability level and availability of space/ equipment
  - Evaluating and ensuring safety of students
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**Running Class instructor, RunClub 3121- 2018-2019**

- Planning and preparing workouts for classes
- Instructing classes while having awareness of individual needs within classes, modifying workouts based on abilities and individual responses within the classes

**Athletics Coach, Caulfield Grammar- 2016-2018**

- Long term training/race planning
- Understanding the needs of growing athletes and bring able to modify training based on observations of individual needs
- Organising students to get to training from school by bus
- Assisting in organisation of school carnivals
- Assisting in managing athletics team for state finals competition

**Active April School Competition Coordinator, Victorian State Government- 2016-2018**

- Encouraging schools to take part in Active April campaign, which focuses on getting families out exercising together
- Visiting schools and facilitating clinics to motivate and get students active

**Personal Accomplishments****Represented Australia at:**

- 2019 World Championships
- 2019 Oceania Championships
- 2019 World Cross Country
- 2016 Rio Olympics (selected as a team member but unable to compete after sustaining an injury)
- 2016 World Indoor Championships
- 2015 World Championships
- 2015 World Relay Championships
- 2014 Commonwealth Games
- 2014 World Relay Championships
- 2007 World Junior Championships

Currently in training for this year's World Cross Country Championships and Paris Olympics in 5000m.

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