Maree Leschke

29 Hilltop Crescent

BLUE MOUNTAIN HEIGHTS QLD 4350

Phone: 0417 741 582

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Dear Sir/Madam,

I wish to be considered for employment as a Trainer and Assessor. I have a passion for learning and development, which I believe makes me a good facilitator. I learn from those I teach and enjoy learning new skills. I feel I have a good rapport with those that I train as I have excellent communication skills and most people feel at ease with my training style and find my delivery of the material easy to understand.

I feel I have a lot to offer with my background in Pipeline Construction and First Aid. I do believe that I would be able to make a difference in enabling people’s awareness to safety, risk identification, risk assessment and risk management.

I am able to deliver material that is already written and I am able to write my own material and deliver that information. I am capable of working through the administrative paperwork. I enjoy taking on leadership roles and I work well under pressure. I also enjoy working in a team environment as we always learn from others. I am able to work in an unsupervised environment and also am able to work under direction.

I have had varying roles working within the Pipeline Industry. I was the Project Inductor HSSE Coordinator with MCJV where I delivered all project inductions, paperwork and data entry associated with the role and to ensure that all personnel had correct and current qualifications for their employment. I was also responsible for delivery of all First Aid Training onsite. I facilitated the First Aid Training with a Manorumdim of Understanding through St John Ambulance. This role required me to work unsupervised and drive between Chinchilla to Gladstone to deliver project inductions and first aid training.

More recently I have been the Training Coordinator for KT Pipelines on Barrow Island where I was responsible for all training including Verification of Competencies (VOC’s) for all earthworks equipment, sourcing Registered Training Organisations to perform all VOC’s for High Risk Machinery and delivery of all other training required. I worked closely with the client and Chevron to make sure all training requirements were meet. I was required to collect and collate this information to an auditable standard and to ensure all personnel were current with their training needs and requirements.

I then became a Learning and Development Advisor where I was responsible for the learning and development of Leading Hand to Superintendents. I was responsible for the delivery of Frontline Management and aided in development of the training modules to suit pipelining. In this role I worked between Perth and Brisbane and travelled to many sites throughout Western Australia to deliver Frontline Management to leadership staff and perform Site Reviews and Performance Assessments so we could than coach the employees in the areas they need assistance with.

I have had many roles with my time at St John Ambulance; primarily I am a first aid trainer but have also untaken administrative roles whilst team members have taken annual leave. In these roles I have worked under direction and on most occasions I have worked unsupervised where I have had to manage my time and be able to delegate where needed and manage those in my charge.

Please consider my application for employment.

If you have any queries please do not hesitate in contacting me.

Regards

Maree Leschke