**Maree Leschke**

29 Hilltop Crescent

Blue Mountain Heights Qld 4350

0417 741 582

[maree284@bigpond.com](mailto:maree284@bigpond.com)

Date of Birth: 28 April 1970

**Qualifications**

* Certificate IV OH&S (BSB41407) – August 2013
* Operate Commercial Vehicle (TLIC1051A) – November 2012
* Operate Light Vehicle (RIIVEH201B) – November 2012
* Certificate IV Frontline Management (BSB40807) – June 2011
* Certificate IV Leadership (30805QLD) – June 2011
* Certificate IV Workplace Training and Assessment (TAE 40110) – 2011
* Certificate III Basic Health Care (HLT33107) – 2011
* Drive Vehicle (TLIC107C) – December 2011
* Work Safely in the Construction Industry (CPCCOHS1001A) – 2011
* Blue Card for Child Related Employment - Expiry 4 November 2014
* Lifeline Telephone Counselling and Building Self Awareness and Counselling Skills
* Completed first year of Bachelor of Social Science
* Master Scuba Diver – August 2008
* Certificate of Trade Senior Hairstylist (Trade Qualification)

**Current MOU for First Aid**

* Apply First Aid
* Perform CPR
* Caring for Kids
* Provide basic emergency life support
* Course in Electrical Safety and Low Voltage Rescue
* Course in Automated External Defibrillation
* Course in First Aid Management of Anaphylaxis
* Course in Emergency Management of Asthma in the Workplace

**Synopsis of Skills**

My professional experience, motherhood and voluntary roles have given me immense satisfaction and the opportunity to hone very effective skills, like: communication, time management, counselling, training, administration, and risk assessment. With my varying roles I have been fortunate enough to be able to learn many new skills to add to my life long journey.

**Employment History**

**7/2013 – 11/2013**

**Monadelphous KT – Perth and Brisbane**

**Learning and Development Advisor**

**Duties:**

* Conduct, Coach and Develop employees via Competency Assessment and Site Review process
* Evaluate team members skills and experience and provide coaching and development in alignment with learning needs
* Facilitate Certificate IV in Frontline Management
* Modify Frontline Management Modules to be Pipeline specific
* Develop Modules to be included in the Supervisors Induction
* Work collaboratively with and management and the Learning and Development Team to assess Frontline Supervision against internal competency framework guidelines

**11/21012 – 7/2013**

**Monadelphous KT - Barrow Island**

**Training Coordinator**

**Duties:**

* Maintain Training Matrix
* Source relevant RTO’s for training courses and high risk VOC’s
* Conduct VOC’s, PAR and Challenge Tests on civil earthworks equipment
* Ensure that all staff have the relevant and current training and qualifications
* Assist in developing and implementing of training programs and scheduling of on-site and off-site training
* Advising management on compliance issues in regard to nation training initiatives and legislation changes
* Monitoring of project specific training, inductions and assessments
* Ensure project is compliant for all scheduled training as per national training initiatives and legislative changes
* IIF Coordinator

**11/2011 – 11/2012**

**McConnell Dowell – MC(QCLNG)JV Pipeline Project – Chinchilla**

**Project Inductor/HSSE Coordinator**

**Duties:**

* Delivery of project inductions and all associated administration
* New starter personnel contracts
* Maintain Training Register
* Develop in-house training packages eg Fire Awareness,
* Delivery of various Company training packages including, Apply first aid, CPR, LVR
* Source relevant RTO’s for outside training courses
* Weekly and monthly reporting for Training Department

My role as Project Inductor/HSSE Coordinator with MC(QCLNG)JV has been valuable and has allowed me to develop many new skills covering many different areas where I have learnt quickly and retained the information.

**02/2011 – Current**

**St John Ambulance (Australia)**

**First Aid Trainer**

**Duties:**

I currently work as a Casual First Aid trainer with St John Ambulance providing training to the public in the following areas; Apply First Aid, CPR, and Low Voltage Rescue. These training opportunities have allowed me to further develop my administrative skills into areas of technical compliance and legislative responsibilities.

**08/2005 – 08/2011**

**Maree’s Mobile Hair Flair**

**Proprietor**

**Duties:**

I was self employed for the 6 years in a successful hairdressing business. My role necessitated a high level of communication skills, time management, and administrative capability. I have the ability to maintain a high level of professionalism and communicate broadly.

**Hobbies and Interests**

* Scuba Diving
* Scouts Australia
* Lifeline Counselling
* St John Ambulance Australia
* First Aid Trainer for Eastern Downs District, Scouts Australia – 2011
* Scout Assessor for Queensland Branch of Scouts Australia - 2011

**References**

* Vince Garde – Monadelphous KT Senior Project Manager

08 6311 1011

* Craig Gladman – Monadelphous KT Construction Manager

0427 015 736, 08 9236 6460

* Sam Gibney – MC(QCLNG)JV HSSE Manager

0409 305 550

* David Carter – QCLNG Lead HSSE Supervisor

0409 898 425