

Liss Belmont (Melissa)

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Portfolio available at lissbelmont.com

Objective

I am seeking a full time graduate teacher position for 2013 as I will soon graduate from Victoria University and be eligible for provisional VIT registration. I hope to find employment in a school that will provide a supportive, challenging environment, that will appreciate my dedication and enthusiasm, that will provide guidance to earn my full VIT registration within one year, and that will allow me to pursue professional learning in order to become the best teacher I can be. Ideally I would like to teach in both my method areas of mathematics and humanities however I will content with either.

Education

2011 - present

Graduate Diploma in Secondary Education

Victoria University; Methods: mathematics, humanities

2006 - 2008

Master of Professional Accounting / Master of Commerce

Deakin University (partially completed)

2003

TESOL qualification with Teach International, Melbourne

2001 - 2002

Advanced Diploma of Accounting

Chisholm Institute of TAFE (partially completed)

1996 - 1999

Bachelor of Arts

University of Melbourne; Major: classical studies

1994

VCE at St Paul's School Woodleigh, TER 98.3

Teaching Experience

2011 - 2012

Teaching practicum (fifty-five days)

Forty-five days at Baden Powell P-9 College, Tarneit

During my time at Baden Powell I taught year seven and eight students. A large proportion of my teaching was numeracy, however I also taught some humanities and a few literacy classes.

Ten days at Adult VCE Centre, Victoria University, Footscray Nicholson

I taught mature age students (year eleven equivalent) Mathematical Methods Unit 1.

Prior to 2011

During my work and education careers I have consistently coached and trained colleagues and peers, both formally and informally.

Work Experience

2011 - present

Self-employed as contractor

I provide bookkeeping services to Slate Accounts as required. Using MYOB I enter monthly transactions for three different clients and reconcile bank accounts. This is accomplished entirely online using a variety of digital and web technologies.

March 2005 - July 2011

Employed by Melbourne IT Ltd, Melbourne

February 2010 - July 2011 - Assistant Accountant / Team Leader (contract)

I completed two contract periods (six weeks and six months respectively) with Melbourne IT assisting during busy periods and filling in for staff being replaced.

September 2008 - February 2010 - Assistant Accountant (Billings)

Responsible for weekly reconciliation of AUD and USD takings in the accounting system, month end reporting and reconciliation, liaison between Accounts and other departments regarding new products and systems.

September 2007 - September 2008 - Team Leader (Accounts)

Responsible for team management (recruitment, coaching, training, and support), internal customer service and escalations, weekly reconciliation of AUD and USD takings in the accounting system, month end reporting and reconciliation.

March 2005 - September 2007 - Accounts Officer

Responsible for processing credit card and cheque payments, preparation of cheques and cash for banking, cancellation and refund of products, internal customer service, reception relief, daily and weekly reporting.

October 2004 - February 2005

Customer Service Representative at Commonwealth Bank of Australia, Melbourne

Responsible for assisting customers with telephone enquiries regarding both transactional banking and credit cards, assessing customer needs and promoting bank products where appropriate.

March 2001 - November 2001

Receptionist / Sales Support Officer at Printlinx, South Melbourne

Responsible for administrative duties in support of Account Managers (generating quotes, production orders, and reports), assisting in Accounts department, liaising with customers and clients, proofreading diary copy prior to production, assisting on factory floor as necessary.

References

Upon request