

CURRICULUM VITAE'

Portfolio

Sonia Ida Elizabeth Dal Bon

Email: sonia@wordimpressions.com.au

*CAREER ASPIRATIONS
SKILLS, ABILITIES & PERSONAL ATTRIBUTES
PROFESSIONAL DEVELOPMENT HISTORY
PROFESSIONAL AFFILIATIONS
EMPLOYMENT HISTORY
BUSINESS, TRADES & EDUCATIONAL TRAINING*

Business & Personal referees available on request

CAREER ASPIRATIONS:

- To continue to have the vision and purpose to enhance my work opportunities and combine them with my formal knowledge, past skills and new experiences. To have the wisdom and the opportunity, to help others gain knowledge & skills needed to achieve their goals.

SKILLS, ABILITIES & PERSONAL ATTRIBUTES:

- Administrative /Executive, Business Management Experience
- Accredited Trainer/Assessor .. Facilitation & Leadership skills
- Knowledge & practical Experience with processes related to NSW DEC, ASQA, AQF & VET requirements – Not-For-Profit Educational sector
- Experienced in Staff Management and working within a diverse culture
- Proficient in all major Microsoft Applications to adv. level
- Developed, Review & Maintain business & personal Website presence
- Info. Technology - Hardware/Software Support ..
- Proficient with all Business/Office Technology
- Excellent Client/Customer relations .. Products Marketing & Sales
- Purchasing , Stock control and related Financial Management
- Strong Focus on Environmental Sustainability
- Strong work ethics .. Conscientious & Enjoy a challenge
- Approachable .. People Oriented .. Empathetic
- Bi-Lingual (Italian)

PROFESSIONAL DEVELOPMENT HISTORY: Educational Sector

- 2014 CREDIT TRANSFER WEBINAR – ACPET On-Line
- 2010-13 CEO / PRINCIPALS WORKSHOPS (Professional Conversations)
- 2010-13 COMMUNITY COLLEGES AUSTRALIA CONFERENCES (Annual / National)
- 2010-13 VALIDATIONS / MODERATIONS – Regular Participation on-site /on-line with random stakeholders / RTO's
- 2013 AUSTRALIAN CORE SKILLS FRAMEWORK (ACSF) WORKSHOP – WEA Illawarra
- 2012 CHANGE MANAGEMENT WORKSHOP – Australian Institute of Management
- 2012 WHS LEGISLATION FOR RTO'S & INDUSTRY ENGAGEMENT - Fair Training
- 2012 CONDUCTING AN INTERNAL AUDIT - GUIDELINES – VELG Training
- 2012 APPLY FIRST AID - CERTIFICATE – Registered - Royal Life Saving NSW Aust.
- 2011 MAINTAINING APL CONTRACT COMPLIANCE (2011-2012) – NSW DEC
- 2011 A.P.L INFORMATION WORKSHOP – NSW DET & State Training
- 2011 SUSTAINABILITY EDUCATION & TRAINING COURSE - North West Comm. College
- 2011 INTERNAL AUDITING FOR RTO MANAGEMENT SYSTEMS –Jobs Australia Ltd
- 2010 COLLEGE MANAGERS INDUCTION SEMINAR - Community Colleges Australia
- 2007-10 VET MANAGERS 'Professional Development' MEETINGS (quarterly)
- 2008 BSB07 - PROFESSIONAL DEVELOPMENT WORKSHOP - IBSA & VETAB

- 2007 FIRE WARDENS INDUCTION - NSW Fire Services
- 2007 FIRE & BOMB THREAT PREVENTION – NSW Fire Services
- 2006 DELIVERING ICA05 – WORKSHOP - IBSA & NSW Dept. Education Training
- 2006 VALIDATION WORKSHOP - NSW Dept. Education Training
- 2005 ACHIEVING CONSISTENCY IN ASSESSMENT - NSW Dept. Education Training

PROFESSIONAL MEMBERSHIPS/AFFILIATIONS - Relevant Business/Trades:

- VELG Training
- Community Colleges Australia (CCA)
- Adult Learning Australia (ALA)
- RTO Management
- Australian Computer Society Inc. (ACS)
- Australian Traditional Medicine Society (ATMS)
- NSW Hairdressers Union
- LinkedIn

EMPLOYMENT HISTORY: Education Sector

MACQUARIE BUSINESS TRAINING CENTRE (MCC)

Jan. to Sept.- 2014

{Temp Assignment}

Key Role: RTO –VET Compliance Support

Responsibilities incl.. : Provide support & assist the RTO - VET & LLN Admin team with compliance requirements & issues, update student documentation to archive status; Prepare funding submission & final Reporting ; Review/Re-structure a logical electronic file system for best practice use; undertake general VET Administration as needed.

NORTH WEST COMMUNITY COLLEGE INC. (NWCC) (in liquidation)

Long term employment - North West Community College Inc., (formerly Blacktown District Community College Inc) had spanned a 22 year period, undertaking a variety of key roles & responsibilities.

The final achievement : Attained and held the role of 'Principal' for four years prior to the entity's demise when lack of available funding saw its closure.

Oct. 2009 to August 2013

**Key Roles: College CEO/ Public Officer
VET & Program Manager**

Responsibilities incl.. : The overall Business Management / Operation of a Not-For-Profit Community College & RTO. Oversee / Manage Financial Activities, Program Planning; Marketing & Website Maintenance; Course Administration; VET/ASQA/SNR/AQF and internal Audit Compliance requirements; Review / Develop Policies and Procedures according to legislation requirements; prepare submissions and provide Governance support & administration to the Management Committee/Board.

2007 to 2009

**Key Roles: Administration / VET Manager
Acting CEO / Public Officer**

Responsibilities incl.: To support and act on behalf of the college CEO during extended leave of absence. Manage the Community College business to ensure all requirements are met on time. Ensure all VET & Non-VET Training programs and resources meet AQTF standards and all documentation is current & compliant in preparation for re-registration of RTO.

: Develop in-house training resources & Assessment tools for Technology & Business Programs.

: Prepare & develop the college Course Catalogue and undertake it's marketing and distribution each term.

1999 to 2007

**Key Roles: Office Administration / VET Manager - I.T. Support
Training Centre Coordinator
Reception /Customer Service**

Responsibilities incl.: Management of college training centre's and related VET & Non-VET Training programs such as.. Business, Computing, ICDL, Dip in Bus. etc. VET Staff support & Training, Compliance processes for accredited course requirements, Record keeping, Students and Tutor support, preparation of course Certificates & development of computer programs for college course guide.

: Oversee general maintenance of networked systems for I.T. Training labs.

: Enrolment processes, Customer Service, Purchasing & general administration

: Preparation & development of 'Quality' documentation, revision of college policies, college course brochure, handbooks, correspondence and other in-house documents.

1992 to Present (2015)

{Contract Work}

**VOCATIONAL TRAINER / ASSESSOR in ADULT EDUCATION
COMPLIANCE & ADMINISTRATION SUPPORT**

Provide casual & sessional contract work in the areas of Business, Information Technology & Special Needs within the Workplace and Training environment for RTO's. Design & develop Training materials and Assessment tools, undertake Validation & Moderation sessions. Conduct /deliver VET and Non-VET training and related co-ordination & administration services. Monitor & evaluate student performance against required competencies and/or RPL evidence.

Major Contracts - summarised:

	- Macquarie Business Training Centre (MCC)
North West Community College Inc.	- Blacktown District Community College Inc.
Blacktown College of TAFE	- Blacktown City Council
Australian Academy of Remedial Therapies	- NSW Roads & Traffic Authority

Key Roles:**Deliver & Assess VET & Non-VET programs**

- : All Certificate levels through to 'Diploma in Bus. Office Administration'
- : Certificates I through to IV in Information Technology (general & software)
- : All Microsoft Applications from beginner to advanced level skills
- : Reception/ Customer Service, Workplace English and Keyboard \ Typing Principles
- : Career Preparation & Personal Improvement Skills, including Special Needs

One-on-One Private Tuition : Develop customised Training & Resource Manuals for specific learning & course requirements to assist & improve adult performance & skills for individual workplace advancement.

Specialist 1 year Program for Blacktown City Council : Computer Training for Seniors – customised 'Beginners skills to Internet/email' courses designed for 'The Year of The Older Person - in conjunction with City Council

BUSINESS & EDUCATIONAL TRAINING:

Mar 2014	TAELLN411 - ADDRESS ADULT LANGUAGE, LITERACY & NUMERACY
June 2012	CERTIFICATE <u>III</u> IN BUSINESS ADMINISTRATION – BSB30407 (RPL/CT)
Nov. 2010	CERTIFICATE <u>IV</u> IN TRAINING & ASSESSMENT – TAE40110 (part RPL)
July 2010	CERTIFICATE <u>II</u> INFORMATION TECHNOLOGY – ICA20105 (RPL/CT)
Dec. 2009	CERTIFICATE <u>IV</u> IN BUSINESS ADMINISTRATION – BSB40507 (RPL/CT)
Dec. 2007	CERTIFICATE <u>IV</u> IN TRAINING & ASSESSMENT – TAA40104
Dec. 2003	DIPLOMA IN BUSINESS ADMINISTRATION – BSA50197
June 2003	BSBCMN308A - MAINTAIN FINANCIAL DOCUMENTS – MYOB S.A
Dec. 2001	INTERNATIONAL COMPUTER DRIVERS LICENCE - 016373 (ICA20199)
May 2000	CERTIFICATE <u>IV</u> IN SMALL BUSINESS MANAGEMENT OCCUPATIONAL HEALTH & SAFETY INDUCTION TRAINING
April 2000	CERTIFICATE OF ADVANCED REMEDIAL MASSAGE
July to Dec. 2000	CERT. <u>IV</u> in INFORMATION TECHNOLOGY- 20199 (Client Support) S.A CERT. <u>III</u> in INFORMATION TECHNOLOGY.- ICA30199 (Software) S.A CERT. <u>II</u> in INFORMATION TECHNOLOGY.- ICA20199
July 1999	CERT. <u>IV</u> in WORKPLACE TRAINING & ASSESSMENT - BSZ40198
Dec. 1999	CERTIFICATE OF ANATOMY & PHYSIOLOGY
Sept. 1999	CERTIFICATE OF MASSAGE
Aug. 1999	CERTIFICATE OF ESSENTIAL CLINICAL SKILLS (PROFESSIONAL)
May 1999	CERTIFICATES I & II in (CHI) REFLEXOLOGY
June 1996	CERTIFICATE in ACE TEACHING

Pre 1998 - All Previous Industries/Trades, Qualifications & Achievements are open to discussion

BUSINESS /WEB PRESENCE:

Word Impressions - Small Business Sole Trader/Contractor - part-time activity established in 1998 and registered Australian business since 2000.

www.wordimpressions.com.au

Activities:

2014 to present: Provides, Virtual Office | Vocational Training | Compliance Support Services - via distance, on-line management, telephone or face to face arrangements.

1998 to 2014: Business & I.T Training and Support Services

VOLUNTARY WORK: current..

April 2005 to present **The Owners Strata - Residential**

Duties: Hold Office with related duties of, **President / Secretary/** Committee Member of Strata Management - for Owners of Residential Townhouse Complex, Blacktown/Arndell Park.

RECREATIONAL, INTERESTS & HOBBIES:

- Natural / Alternative Therapies, Health & Wellbeing
 - Music / Reading / Crosswords
 - Home & Family/ Genealogy
 - Gardening
-

Business & Personal Referees available upon request...: