

Bonnie Power

Inspiring Resume Writer, Job Interview Trainer & Career Coach

M: 0409 990 606

L: [LinkedIn Profile](#)

A: 5 Hartnett Close, Mulgrave Vic 3170

E: bonnie@melbourneresumes.com.au

W: www.melbourneresumes.com.au

OVERVIEW

Bonnie is a vibrant and articulate professional Resume Writer, career and personal branding strategist with certifications in Business Training and Career Development. Well acclaimed for successfully assisting people from diverse industries to attain their career goals through the provision of world class resumes and strategic job search techniques. Possessing over 10 years experience in Recruitment, Training, Staff Development and Business Management, Bonnie has proven expertise which enables her to enthusiastically guarantee clients will be in a job interview within 30 days.

SKILL SUMMARY

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|------------------------------------|---------------------------------|--|
| ✓ Professional Resume Writing | ✓ Organisational Development | ✓ Compliance & Audit Management |
| ✓ Professional Cover Letters | ✓ Start-Ups & Business Planning | ✓ Instructional Design & Implementation |
| ✓ Key Selection Criteria Responses | ✓ Sales & Marketing Management | ✓ AQTF Competency Frameworks |
| ✓ Job Search Training & Workshops | ✓ Budget & Financial Management | ✓ Service Design & Delivery |
| ✓ Corporate Training | ✓ Risk & Process Management | ✓ Intranet Resource Management |
| ✓ Change Management | ✓ Performance Management | ✓ Learning & Assessment Evaluation |
| ✓ Career Counselling and Coaching | ✓ SEO & Online Marketing | ✓ Technically savvy inc Microsoft Office |

CAREER SNAPSHOT

- ❖ Executive Resume Writer, Personal Branding Strategist & Career Coach, Melbourne Resumes, Mar 2005 – current
- ❖ Business Trainer, Swinburne University of Technology, Jun 2006 – Jun 2010
- ❖ Business Trainer, Holmesglen Institute of TAFE, Jun 2006 – Jul 2007
- ❖ Business Trainer, Suzan Johnston Training Organisation, Dec 2004 – Jun 2006
- ❖ Job Search Trainer, Ascendence, Apr 2002 – Aug 2004

EXPERIENCE

Executive Resume Writer & Personal Branding Strategist, Melbourne Resumes,

Mar 2005 – current



Key Responsibilities:

- ❖ Helping professionals, graduates, tradespeople and executives to identify their personal brand, value proposition, unique talents, and achievements, then incorporating that information into a strategically developed resume and cover letter.
- ❖ Providing customised Career Coaching to clients to professional & executive level, from diverse industries and backgrounds.
- ❖ Utilizing personal branding methodologies; online identity building; and value proposition development to paint a picture for potential employers about the expertise and value that you offer.
- ❖ Assisting new Australians how to work effectively within the Australian work culture and to secure work that will continue to develop their career.

Key Achievement:

- ❖ Writing winning resumes for professionals across all industries and achieving a 98% success rate, whereby candidates are invited for Job Interviews. Go to www.melbourneresumes.com.au to view testimonials & the scope of industries catered for.

Business Trainer, Swinburne University of Technology, Jun 2006 – Jun 2010



Key Responsibilities:

- ❖ Facilitating interesting and stimulating computer classes to a large group of students ranging in experience, culture, and demographics.
- ❖ Blending the needs of Generation Y & mature adult learners to use Microsoft Word, Excel and PowerPoint to an advanced level, within a simulated work setting.

- ❖ Preparing students for assessment process, then educating students in the required competency standard required for each subject, effectively assessed students in accordance with AQTF compliance and institutional policies.

Key Achievements:

- ❖ Strategically assisting students with securing sustainable employment through the provision of innovative job search techniques, reviewing resumes and editing to highlight the most relevant skill and capabilities, performing mock job interview sessions.
- ❖ Receiving positive feedback from both students, teaching staff and administration staff year after year.

Business Trainer, Holmesglen Institute of TAFE, Jun 2006 – Jul 2007



Key Responsibilities:

- ❖ Initiated, developed and successfully launched the marketing campaign for the 2007 Holmesglen TAFE Parents Returning to Work program.
- ❖ Designed, Developed and delivered the training module to 3 separate classes of Returning to Work Women and Men.
- ❖ Effectively modified Assessment tools to provide competency to students who successfully completed the course.

Key Achievement:

- ❖ Initiating, marketing and facilitating the Parents Returning to Work Program which encompassed business administration skills and techniques on finding and securing sustainable employment to fit in with current priorities.

Business Trainer, Suzan Johnston Training Organisation, Dec 2004 – Jun 2006



Key Responsibilities:

- ❖ Delivered quality training programs including Certificate IV Business Administration and corporate training services to Melbourne based organisations. Assessed students, based on AQTF frameworks and guidelines. Prepared for audit compliance.
- ❖ Actively promoted graduates into new jobs, assisting with job search strategies including cold calling companies to express interest in future opportunities.
- ❖ Taught a variety of classes how to tailor resumes for specific positions. Performed mock interview sessions with video recording and other techniques to increase confidants and job interview performance.

Key Achievement:

- ❖ Matching students to Jobs through the provision of innovative recruitment and selection techniques to secure employment for 85% of students who had successfully completed the Certificate IV in Business Administration course.

Job Search Trainer, Ascendence, Apr 2002 – Aug 2004

Key Responsibilities:

- ❖ Facilitated job searching workshops to motivate and inspire unemployed Australians who received Government benefits.
- ❖ Taught groups of 20 to How to Write a Professional Resume and Cover Letters for various roles spanning across all industries.
- ❖ Projects included instructional design and delivery of the Certificate IV Training and Assessment to fellow colleagues.
- ❖ Demonstrated high initiative and capabilities in creating low cost training materials to enable effective training sessions.
- ❖ Completed all AQTF Quality compliance in the assessment and administration of the course.

Key Achievement:

- ❖ Seconded to the Camberwell office to launch the Job Search Program in early 2004.

Consumer Services Supervisor, National Foods, Jul 2000 – Feb 2002



Key Responsibilities:

- ❖ Successfully inducted, trained and supervised call centre staff whilst responding to escalated consumer complaints.
- ❖ Reporting to the Manager with KPI's and day to day operational data pertaining to the efficiency of the centre.

Principal Recruitment Consultant, [Bonnie Cameron Recruitment](#), Aug 1999 – Jun 2000

Key Responsibilities:

- ❖ Provided tailored and cost effective recruitment solutions to a range of clients including FMCG and HR firms.
- ❖ Performed customised market research on contractor satisfaction for HR firms to improve their services.
- ❖ Successfully recruited permanent staff members into supervisory and support level roles for multi-national organisations.

Previous Experience

- ❖ Recruitment Consultant, for Premium Personnel and [Stenhouse Recruitment](#), Melbourne, Vic.
- ❖ PA to Senior Partner specialising in Commercial Law at top tier Legal firm, Cutler Hughes & Harris, Sydney, NSW.
- ❖ Legal Secretary to Commercial Lawyer at McCabe Gill (now McCabe Terrill Lawyers), Sydney, NSW.

PROFESSIONAL DEVELOPMENT

- ❖ Certificate IV Small Business Management, Sarina Russo Schools, 2010.
- ❖ Graduate Certificate Career Development & Education, RMIT University, 2008.
- ❖ Certificate IV Business Administration, Suzan Johnston Training Organisation, 2005.
- ❖ Certificate IV Training & Assessment, University of Melbourne, 2004.

INTERESTS

- ❖ Supporting Start-ups with the provision of strategic marketing and business operational planning.
- ❖ Skiing & Rollerblading.
- ❖ Scrabble & Sudoku.

REFERENCES

Available Upon Request.