

RÉSUMÉ OF STEPHEN PLUSTWIK

CAREER OBJECTIVE

I seek to engage, develop and extend my abilities and skills—and challenge myself to learn and adopt new skills and abilities—to make a unique, substantial and valuable contribution to the open and progressive organisation that I join.

KEY STRENGTHS

- ✓ I like and am interested in people.
- ✓ I enjoy working together on a shared target.
- ✓ I am a problem-solver and highly autodidactic.


EDUCATION

- Jan 2021 to Present : Grammar Fundamentals (preliminary to Cambridge CELTA)
RMIT English Worldwide (REW)
Melbourne VIC
- Mar 2004 to Jun 2009 : Bachelor of Arts (Theatre–Drama and Spanish)
La Trobe University (College of Arts, Social Sciences and Commerce)
Melbourne Campus (Bundoora VIC)
Course Weighted Average Mark (WAM): 74.458 (Distinction)

EXPERIENCE

- Aug 2013 to Apr 2019 : Editor and Desktop Publisher
Self
Greensborough VIC
- Initial digitisation of a book through scanning and optical character recognition (OCR)
 - Proofreading and editing in Microsoft Word, parallel comparison with the source print-book
 - Layout and typesetting, developing a book's appearance through visual design
 - Use of Adobe Acrobat Pro DC to produce the e-book edition (i.e., converting from DOCX)
 - Physical design of the print edition (i.e., covers and binding)
- Feb 2012 to May 2014 : Personal Care Attendant (PCA)
Alpha Nursing Agency
Keilor East VIC
- Being available and ready to answer the shift-allocation call to attend an aged-care facility at short notice
 - Driving to the shift location in a safe and timely manner
 - Liaison with the nurse-in-charge and integration with the shift team, participation in orientation if necessary
 - Assisting aged-care residents with their activities of daily living (ADLs)
- Oct 2009 to Dec 2010 : Team Member
Salsas Fresh Mex
Preston VIC
- Order-taking, comprising customer-service, sales, payment-handling and complaint-handling skills
 - Working in the team to maintain flow and throughput in the several divisions of store operation
 - Storeroom and supply: liaison with delivery driver, stock control, storeroom management, safe use of trolley

I follow my interests in education, language, writing, design, computer networking/technology, mechanical and music.

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