

# 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 Jan 2021 : 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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