

Résumé

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I am looking to further my career in the Adult Education field by gaining experiences and learning through both the academic and formal training environments.
My ultimate goal is to teach at a traditional TAFE institution.
This will be achieved by the completion of a Certificate IV Training and Assessment (and possibly a Diploma) course and a related Degree which is the minimum standard for the above.

Some of my key skills and abilities include:

Tailored Program Planning and Design

Designed and presented Programs for the general public (Adult and Community Education sector), new University Students (Equity and others) and post graduate students.
(Sample work available upon request)

Understanding of Adult Education

Significant paid and volunteer work at work at many levels of adult education.

PREVIOUS EMPLOYMENT

- Jan 1997 to Jan 1999 **South East Metro College of TAFE (Adult Community Education)**
Lecturer
- Developed and presented numerous computing courses ranging from Microsoft Office and Internet to computer programming
 - Designed tailor made courses for the special ACE Summer School Program.
- Jan 1998 to Jan 1999 **South East Metro College of TAFE (ACE)**
Caretaker
- Ensured the safety of students as they left campus after classes
 - Ensured the security and integrity of the school grounds and buildings.
- Feb 2005 **Murdoch University, Prospective Students Centre**
Student Guide
- Assisted new students' orientation and transition to University
 - Provided tours of campus and library for groups of students
 - Gave guidance to students in using the electronic enrolment system.
- July 2005 **Murdoch University, Teaching and Learning Centre (TLC)**
Teaching Assistant
- Development (from scratch) of a series of computing workshops for new students at the beginning of Semester 2. These workshops included use of the (then) new student enrolment and electronic resource system which delivered notes and online lectures to students.

- This resulted in a *paid* position which presented approximately 44 hours of workshops to approximately 200 students from both South Street and Rockingham campuses.

Dec 2005 to **Murdoch University, School of Business**

Jan 2006 Teaching Assistant

- Developed and presented tailored computing workshops to Post-Graduate students assisting them with business related orientation of email, Office and other related systems.

Jan 2006 to **Murdoch University, Equity, Access and Diversity Office**

Feb 2006 Casual Teaching

- Developed and presented tailored computing workshops to new equity students from diverse backgrounds.

May 2006 to **Murdoch University, Prospective Students Centre**

Dec 2006 Student Guide

July 2006 **Murdoch University, Teaching and Learning Centre**

Consultancy

- Developed and presented tailored computing workshops to International Post-Graduate and Doctorate students assisting them with the student enrolment and electronic resource system.
- Introduced them to the expectations of professional desktop publishing systems congruent to their studies.

Feb 2007 to **Murdoch University, Prospective Students Centre**

June 2007 Student Guide

Mar 2007 to **Murdoch University, Equity, Access and Diversity Office**

Jun 2007 Casual Teaching

- Developed and presented tailored computing workshops to new equity students from diverse backgrounds.

Feb 2012 to **Trinity School for Seniors**

Oct 2012 Casual Teaching

- Developed and presented tailored computing workshops to senior citizens.

VOLUNTEER ACTIVITIES

2003

Swan TAFE

- Presented and invited senior students from the University of the 3rd Age to participate in a series of computing lessons. (~12hrs)

2004

Murdoch University, School of IT

- Created an IT Skills Learning Program (ITAware) for the nearby St. Ives residents. (~30hrs)

- 2005 **Swan TAFE**
- Participated in the Student Mentoring Program run by Edge Employment and Disability Services, for Swan TAFE by providing ongoing inspiration and advice to students with disabilities.
- 2013 - **South Perth Learning Centre**
- Developed and presented tailored computing workshops to senior citizens.

OTHER RELEVANT SKILLS

- Proficient and qualified in the use of all of the most commonly used applications: MS Word, Excel, Access, Powerpoint, Outlook and Internet tools.
- Competencies in raster and vector based drawing software for designing publicity brochures, advertising and marketing materials. Packages include Pagemaker, Director, Flash and Photoshop.
- Web page creation skills using Dreamweaver, Homesite, Frontpage and using these packages to create Active Server Pages (ASP), Java/JavaScript, Perl, XML, Common Gateway Interface (CGI), Dynamic HTML (CSS), and VB/VBScript.

EDUCATION AND ACADEMIC STUDIES

- 2022 - Bachelor of Computing
- 2013 **Polytechnic West**
Cert. IV Training and Assessment
- 2009 **Curtin University**
Bachelor of Science (Astronomy)
Deferred
- Jan 2004 to **Murdoch University**
Dec 2007 Bachelor of Internet Computing and
Minor in Internet and Multimedia Computing
Deferred
- Jan 2003 to **Swan TAFE**
Dec 2003 Diploma of Internet and Networking
- Jan 2002 to **Swan TAFE**
Dec 2002 Certificate IV of Internet and Networking