

Resume

Personal Details

Name: Michael Dixon

Address: 361-271
Chung-Buk, Cheong-Jusi
Heung-Dukgu, Bukdae 1 Dong
95-1 Dukseong Apt A-818
South Korea

Date of birth: 12th February 1976

Nationality: Australian

Marital Status: Single

Phone: 010-5429-0873

Email: micky.dixonaus@gmail.com

Education

Tertiary

2005
Master of Labour Law and Relations
University of Sydney
Sydney, Australia

2001
Bachelor of Arts
University of New South Wales
Sydney, Australia
Majors: Industrial Relations and Political Science

Professional

2009
TESOL Certificate - 120 hours
TEFL International
Phuket, Thailand

2006
Certificate IV in Assessment and Workplace Training
University of Technology
Sydney, Australia

2005
Certificate IV in Frontline Management
Australian Institute of Management
Sydney, Australia

Secondary

1993
New South Wales Higher School Certificate
Orara High School - Coffs Harbour, Australia

Other Skills

Computing MS Word
MS Excel
MS Outlook
MS PowerPoint
Internet

Personal Attributes Highly organised, proactive attitude
Strong communication and interpersonal skills

Career Summary

February 2010 to August 2010

Position: Full time English Instructor

**Juseong University, Cheongju City Youth Centre
Cheongju, South Korea**

- Full time ESL teaching for ages Kindergarten to Middle School (5 years old to 16 years old)
- English reading, conversation, comprehension, composition, pronunciation and phonics education
- Student evaluations, creation of syllabi, liaison with Korean teachers, and creation of fun games to create a positive learning environment

January 2005 to May 2009

Position: Training Coordinator

Workplace Authority - Sydney

- Coordinating, design and delivery of specialist training for the Australian Government
- Coaching, mentoring and supervising new & existing team members
- Designing group and individual development and coaching plans

October 2001 to December 2004

Position: Team Leader

Workplace Authority - Sydney

- Team of up to 10 staff
- Coaching, mentoring and supervision of staff at various levels
- Organising individual learning plans

July 1999 - September 2001

Position: Workplace Relations Advisor

Workplace Authority - Sydney and Darwin

- Seminars and presentations to clients on workplace agreements and industrial relations issues
- Drafting legal workplace agreements for clients

1994 to July 1999

- Full time university study - University of New South Wales
- Travelling

- Various positions held including administration support, completed a clerical traineeship

References

Available upon request