

Heather Sheppard

Hampton Park 3976

0413 829 390

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EDUCATION

- Bachelor of Arts
- Diploma of Education
- Grad Dipolma of Computer Education
- Certificate IV in Disability

COMPUTER SKILLS

- Microsoft Office
- Quicken
- Quick Books

PERSONAL ATTRIBUTES

- Honest
- Friendly
- Reliable

EMPLOYMENT HISTORY

Hampton Park Community House -Tutor (1992– 2015) Part Time

- Tutor Computer studies, English, Art

Transmit -Administration Assistant (2011-Current) Part Time

- Accounts payable/receivable
- Data entry
- Customer Service
- Payroll

Chisholm TAFE - Education support (2018-Current) Part Time

- Literacy support
- Numeracy support
- Maintaining student focus
- Scribing

Cranhaven Lodge- Certificate IV in Disability -120 hours work placement-2018

REFEREES

Rukshana Ali – Coodinator Cranhaven Lodge

Ph 5996 4551

Lea Mills - Certificate IV -Trainer

Ph 0418 309 553