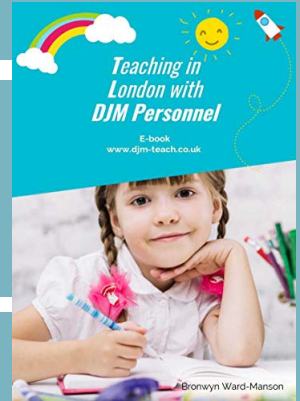


## DJM PERSONNEL

# 6 KEY POINTS TO CREATE AN EYE CATCHING CV



### KEY POINT 1

The CV/resume should be approximately 2 pages long with your name and page number on each page.

### KEY POINT 2:

Include a cover letter with your CV or Resume - A letter highlights your best assets and needs to be written clearly and succinctly because the letter is used to assess your written communication skills. Keep your letter to one page in length.

### KEY POINT 3:

Emphasise and quantifying your achievements, accomplishments and outcomes.

The reader will be able to get a clear picture of what you have actually done to develop the skills they are looking for and the scope and scale of your involvement.

### KEY POINT 4:

A curriculum vitae (CV) or resume is a dynamic document that should be altered to emphasise achievements and relevant experience.

Include all your responsibilities, achievements and accomplishments that build a picture of your strengths and competencies across a range of skill areas

### KEY POINT 5:

It is vital to make a clear connection between your background and the work you are applying for.

### KEY POINT 6:

Wherever possible back up statements with concrete examples of what you did to attain the skills you are articulating.

**Your CV is marketing YOU to your new potential employer!**

**In the noise of job applications - make your CV 'stand out from the crowd'.**



# Bronwyn Ward-Manson

DJM COMPANIES

"WELL-RESPECTED LEADER, THINKER AND PRACTITIONER IN THE FIELD OF EDUCATION."

## My Mantra:

1. Be strong, be bold, be fearless and have a go!
2. Dare! Dare to be the best YOU you can be

## Area of Expertise:

\* a member of a pioneer team in education in Australia which supported all levels of schooling to implement the Australian National Curriculum

\* developed, wrote and lead Australia wide assessment and reporting policy and professional learning strategies in assessing and reporting student achievement

\* constructed training & development seminars & workshops in assessment & self-assessment for Australian schools linking assessment, the teaching and learning cycle and curriculum standards.

\* designed, developed and constructed training & development on planning, & programming strategies and formats

Of note:

My area of expertise was in development of assessment, recording & reporting policies and practices that were based in educational research and focused on improving student learning.

I was instrumental in writing and leading Australia wide assessment and reporting training & development seminars and workshops; and writing teacher resource books and professional learning booklets to link assessment, the teaching and learning cycle and curriculum standards and expectations.

I continue to promote the need for reporting processes and practices to meet the needs of all students, parents and caregivers and have written numerous publications to show how this can be done.

I am always willing to move outside my comfort zone & think outside the box working in international Education programs including Australia / United Kingdom collaborative project investigating time tabling for a broad & balanced curriculum; team approaches for primary schools to collaboratively design their own learning pathways and assess and appraise students' achievements and performances

## Work Experience

- class teacher in Australia and London
- Literacy Adviser Northern Regions of Adelaide
- Curriculum Consultant developing & implementing Australia's National Curriculum
- member of Curriculum Team developing and implementing Assessment & reporting practices for Australian schools.
- part of a team developing and implementing the Australian National Curriculum in school communities across South Australia.
- Manager of London branch of a National Teaching Agency London, UK
- Director of my own UK Teaching agency based in London
- Designing and writing of my own information E-books for world-wide publication
- Designing and presenting bespoke Training & Development packages for schools/organisations
- Promoting Internet Marketing publications and products

## Testimonial

-Tracy Zilm , Australian Curriculum Assessment and Reporting Authority ACARA Sydney Australia 2017

" I had the honour of working with Bronwyn Ward-Manson as part of the South Australian Teaching and Learning Team which supported all levels of schooling to implement the Australian national curriculum known as Statements and Profiles.

Bronwyn was an integral part of a historic time in the Australian educational landscape and history, and her legacy in Australia remains in the hearts and minds of professionals and students alike. "

