

MELISSA JOHNSTON

PO Box 476  
Belmore NSW 2192

Mobile: 040 1355 405

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## FORMAL QUALIFICATIONS

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- **Masters in Occupational Health and Safety Management**  
University of Technology - Sydney. 2007–2008.
- **Bachelor of Education**  
Personal Development, Health and Physical Education  
University of Wollongong. 1997–2000.
- **Associate Diploma in Social Science**  
Recreation and Leisure Studies.  
Wollongong TAFE.....Major - Outdoor Education 1995-1996.

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## EMPLOYMENT EXPERIENCE

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### **2008 - 2011 HOLISTIC WORKPLACE SOLUTIONS.**

*Director*

Responsibilities:

- OH&S consultant.
- Coordinate regular workplace inspections and audits,
- Conduct organisational and event risk assessments.
- Management systems and Reviews.
- Conduct reviews and evaluations of OH&S procedures and policies.
- Analyse areas of compliance and non-compliance

### **2001 – 2011 WINTER SCHOOL DIRECTOR.**

*Presbyterian Ladies College - Sydney, NSW.*

Responsibilities:

- Coordinate the Winter School programme.
- Oversee the academic performance of students
- Construct individually tailored programmes for athletes
- Liaise with community, school and winter training representatives.

### **2001 - Current PD/H/PE TEACHER**

*Presbyterian Ladies College - Sydney, NSW.*

Responsibilities:

- Coordinate, manage and implement Non-Saturday sport options for students in years 1 – 12. These include Interschool Gymnastics, Diving and Equestrian events.
- Plan, implement and monitor the lifesaving programme for students in years 1 - 10.
- Facilitate and organise coaching staff and training days.
- Develop and maintain running budget for all sports.
- Organise, plan and implement Personal Development, Health and Physical Education lessons for students in years K – 12 and for children with Special needs.
- Incorporate the use of technology into the classroom.