

Deborah L
Manallack

Phone:

5234 8379

Mobile:

0488689989

Email

icypoles@live.com.au

Experience and Skills

- 12 years working with people with special needs
- Coordinating and working with music and art groups for people with special needs.
- Music and performance skills including studies in vocals, performing in bands and studies in music theory.
- Post -secondary teaching experience including teaching at TAFEs and tutoring in Music, Commerce and Law subjects.
- Management and staff coordination and supervision. Staff development.
- Accounting and legal positions.

Additional Skills

- Radio production and coordination of radio shows over two years
- Radio Announcer for two years
- Public speaking and community worker for Amnesty International
- Community worker at community legal firms
- Coordinator of Colac Otway Amnesty International group

Education

Secondary

Methodist Ladies College, Kew

Completed in Year 12 Certificate of Business

Post-Secondary Studies

2011 Certificate III in Music – MWT Institute

2012 Diploma in Music – MWT Institute

2010 Certificate IV in Disability Studies- Otway Community College

2011 Certificate III in Microbusiness Operations

2010 Certificate IV in Small Business Management – Swinburne University

1990 Full time Certificate of Dance at *Bartuccio's* School of Dance

1999-2012- studies towards a Bachelor of Commerce/Bachelor of Laws as an off campus student through University of New England.

2012 Studies towards a Bachelor of Music through the Australian Guild of Music Education Conservatorium as an off campus student

Work Experience

2012 Disability Support/PA/Note-taker/Scribe at Northern Melbourne Institute of TAFE

2011 – 2012 NEIS Scheme to run a business in teaching music and running music for people with special needs groups. Business called Streetbeat Music School, established in 2011.

2010-2011 Placement at NEXUS through Otway Community College for Certificate IV in Disability Studies

2011 Nexus - Contract Part time for Disability Support Worker employment

2007-2012 Performed with Rat Verses Rabbit, triple J unearthed band across Victoria including various venues and festivals such as Kana Festival, Ocean Grove Music Festival, Airies Inlet Music Festival, Apollo Bay Music Festival, Apollo Bay Agricultural Show, Alvie Festival and wineries and pubs and live music venues.

2007-2009 NEIS Scheme to run small business in band management and promotions called Blue Icypoles

2004-2007 Accounts Manager/ PA to director/ office manager at Capix Software Australia

200-2007 Disability Support/PA/Scribe/Note-taker/Exam Supervisor at various TAFEs and Universities- through Julia Ross, NMIT, Personnel Unlimited

Accomplishments:

- Awarded Honorary Fellowship from Victoria University for work contributing to the creation of Victoria University.
- Speaker for Amnesty International on Human Rights and Coordinator of Otway Shire Amnesty International group..

- Radio Producer, host and announcer for OCR FM for two years 2011-2012.
- Community worker for Darabin Community Legal Centre Awarded International year of the volunteer award.
- Awarded Writer with APRA