

AMANDA ARNOTT
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Formal Education

Masters of Counselling and Psychotherapy (2019 – Current)

- The Cairnmillar Institute

Graduate Certificate in Counselling and Psychotherapy (2016)

- The Cairnmillar Institute

Diploma in Office Administration (1995)

- Monash University

Employment History

Full Time Study: Masters of Counselling and Psychotherapy

February 2019 - Current

Homeland Australia

March 2017 – December 2018

Office Manager (3 days per week)

General office management role, management of day-to-day clerical work, front desk support and accounts.

Full Time Study: Graduate Certificate in Counselling and Psychotherapy

March 2016 – November 2016

Essendon Accounting

April 2013-December 2015

Office Manager (3 days per week)

General office management, coordination of diaries of accountants, management of accounts.

Essendon Accounting

February 2010 - March 2013

Receptionist (3 days per week)

General reception duties, including clerical work, front desk and answering phones. Promoted into Office Manager role.

Home Duties to raise children

2006-2014

Bingo Park Primary School

1996 - 2006

Receptionist

General reception duties, including clerical work, front desk and answering telephones. Managing student and

parent enquiries.

Volunteer Experience

- Lifeline Telephone Counsellor: 2017-Current
- Brunswick City Church: Pastoral Care Leader: 2015-2018

Professional Development/Training

- ASIST suicide intervention training: March 2018
- Supporting Children with Anxiety: May 2018

Referees

~~Available Upon Request.~~

- 1) Ms MaryAnne Smith
Manager
Homeland Australia
(03) 9999 2222
- 2) Mr Keith Briggs
Manager
Lifeline
(03) 9898 2828