



Staff Profile: **Lucy Barton**

Position:

Human Resource and Training Manager



Qualifications:

- Bachelor of Psychology & Management/Marketing – Monash University
Majoring in Psychology and Human Resource Management (expected completion 2010)

Experience:

Lucy's experience in a teaching capacity comes from her involvement with Embrace Education where she worked as a High School tutor for students with English as a Second Language. In this role she gained valuable experience in cross-cultural communication and teaching strategies for students whose first language is not English.

From here she moved to a position in the International Centre at Holmesglen Institute of TAFE where her main duties involved liaising with International Education Agents and assisting in the application process for new International students. Lucy's position as an Administrative Officer provided her with strong organisational skills through creating Confirmation of Enrolment documents, maintaining student records and handling student fees. Her work in the International Centre provided her with an insight into the IELTS exam where she gained an understanding of the English level required for Tertiary study in Australia.

Lucy's training skills extend to her involvement in the Monash University 'Underwater Club' where she holds the position of Training Officer. This role has given her further exposure to facilitating training courses for new and experienced Scuba Divers.

Lucy was a key member in forming the Monash University Outdoor and Environment Club and is currently the Secretary. She takes part in a Leadership program and represents Monash University as a student Ambassador.

Lucy now manages the training division of the Quinlan Consulting Mentor Programme, runs the HR functions for Quinlan Consulting and aids Mentor Students with resume writing and interview techniques.