

Jennifer Christine Chew



CONTACT DETAILS

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PERSONAL ATTRIBUTES

I am a hardworking, honest, loyal and responsible. I am innovative and creative with the advantage of excellent practical skills. I have the ability to represent myself and those I work with pride and respect on a professional level.

I am highly motivated with strong objectives and goals which help to contribute to the overall success of any activity I contribute to, or have the responsibility of managing.

I believe I have strong organisational skills and an eye to detail and when coupled with my excellent communication skills I am capable of working within a team environment or as a team leader as well as independently. I have excellent presentation skills and I am an engaging speaker.

I have excellent business knowledge and understandings of the strategies needed by small, medium and large organisations to be successful. I believe I am a 'problem solver'.

I have a strong background as an educator and believe I have the proven skills necessary to work in any field of training and education.

I have a personal and professional commitment to working with Indigenous Australians and their communities to develop the knowledge and skills needed to reach their potential.

LICENCES

- Motor Vehicle – Open Class
- Motor Boat Licence
- Blue Card – Working with Children
- First Aid

QUALIFICATIONS & JOB RELATED SKILLS

QUALIFICATIONS & CERTIFICATES

- Diploma of Business
- Diploma of Management
- Certificate IV - Small Business Management
- Certificate IV – Workplace Training & Assessment **TAE40116** including Adult LLN
- Certificate IV – Elements in Community Service Work 2013 (*Team Leadership Skill Set including elements HLTHIR403C Working with Culturally diverse clients and co-workers and HLTHIR403D Work effectively with Aboriginal and/or Torres Strait Islander people*)
- Cultural Leadership Course 2013 & Introduction to Governance 2015
- Secondary Teaching Qualifications – Accounting & Business, Computer Studies, English & Maths (35 years)
- VET Training in Business Administration and Retail Operations

COMPUTER SKILLS

- Microsoft Office Suite (Word, Excel, Power Point, Outlook, Publisher)
- Accounting Packages (MYOB)
- Other photographic and movie making programs

CHEW'S PLACE CONSULTING PTY LTD

DIRECTOR & MANAGER 2009 – CURRENT

Chew's Place Consulting provides the following Services to a range of Business Clients

- Business Consultancy, Support, Mentoring and Coaching
- Business Review and Developmental Strategies
- New Business "Start Up" Consultation and Planning
- Business Process & Procedure Development
- Workshop and Guest Speaker Presentations
- Educational Business & Entrepreneurial Programs for University, Secondary and Primary Student groups as well as Community and Alternate Learning groups

ENTREPRENEURSHIP & BUSINESS ENTERPRISE PROGRAMS

CPC Entrepreneurship Programs provide a practical hands-on course that allows groups to start and run their own small business. The programs are flexible in delivery and design and use business and enterprise as the base to develop skills such as leadership, employability, personal and professional development. Programs have been completed since 2010.

- **CPC Entrepreneurship Experience Programs**
 - EEP at University of Queensland, St Lucia – 4 Business Teams 2010 & 2011
 - EEP at UQ Ipswich – delivered within curriculum unit – Working in Teams 2010-2011
 - EEP embedded into UQ College Associate Degree Course 2011-2016
 - EEP at Queensland Secondary Schools
 - ITEP at Queensland Secondary Schools and Gipps TAFE
- Act as Mentor for groups as well as training of Mentors and liaise with Sponsors
- Mentor to UQ Business students – "Working in Teams" Unit of Study 2008-2010

BUSINESS SERVICES PROVIDED 2010-2020:

- **Indigenous Business Basics Workshops – Townsville (5 days) & Palm Island (3 Days) 2018**
 - *Development of all Resources, Training and support to develop Business Plans and Action Plans for Participants*
- **Business Consultation for local Organisations (to current)**
 - Maryborough Aboriginal Housing Corporation – Enterprise Business Plans and Training Programs
 - Ration Shed Museum, Barambah Pottery, & HIPPIE Program Cherbourg
 - Indigenous Business Start-ups & Review
- **Mentoring for Growth Program with Department of State Development – Wide Bay Burnett Region**
- **Regional Development Australia – Wide Bay Burnett**
 - *Education Research Project Plan and Design & RDA-WBB Roadmap Rewrite*
- **Project Manager for Fraser Coast Native Wildlife Sanctuary – Relocation Project (DEEWR FFP Funding)**
 - Assisted in completion of successful funding application /Engage effectively with a broad range of stakeholders
 - Strategically planned, lead and managed the Project
 - Supervised and monitored all goods and services required from Suppliers
 - Managed and maintained all financial records for Project
 - Mentor, coach and/or facilitate access to appropriate skills and training for Job Seekers and Volunteers
 - Research and develop innovative, economic and strategic opportunities for the future of the Wildlife Sanctuary as a Tourist destination - Inclusion of Indigenous links through signage and advice
 - Supervised, managed and monitored daily work schedules, work teams & individuals including Indigenous NRM Team
 - Ensured compliance and alignment with government policies and directives
 - Provided quality briefings, advice and reports, as required
 - Delivered a well-managed and highly effective and successful Project
 - Opened the new vitalized Sanctuary as a great addition to the Community
- **Indigenous Great Sandy Biosphere NRM Crew Project**

- Business development advice and preliminary Business Plan
 - Member of Steering Committee working with FFI, BMRG, DEEDI and Project Partners Fraser Coast TESS
 - Support and assistance with funding applications
 - Ongoing support for the Project
 - Supervisor and Mentor for Trainees in initial weeks of Training
- **Scrub Hill Cultural Food Garden Project**
 - Business development advice and preliminary Business Plan
 - Mentoring support to Indigenous Mature-age Trainees for developing procedures for the traditional salad vegetable garden project
 - Provided support to complete TAFE Qualifications for Certificate III in Horticulture including LLN
 - Assistance with administration and recording
 - Acted as Mentor for Trainees
- **Murri Munchies Project**
 - Business development advice and preliminary Business Plan
 - Member of initial Project Steering Committee now member of the Advisory & Audit Committee
 - Assistance with funding applications
 - Mentor, coach and/or facilitate access to appropriate business skills development and/or training for Indigenous business intenders and owners; Training and Workshop Provider
 - Consultant to individual Indigenous and Non-Indigenous Businesses within the Alliance membership
 - Governance Training of MM Board – Two Day Workshop in 2011
- **DATSIP** (*Queensland Department for Aboriginal & Torres Strait Islander Partnerships*)
 - Business Mentor and Coach for Aboriginal Dance Troupe
 - Business Mentor and Coach for Aboriginal Artist
- **BIEDO – Burnett Inland Economic Development Organisation**
 - Contact with a range of regional and rural clients including Indigenous Groups and individuals looking to start their own small businesses or micro-enterprises.
- ***Plus Personal Business Clients***

STEPPING BLACK INDIGENOUS CORPORATION AUSTRALIA 2013 - 2020

Director (January 2013 – October 2019) & Secretary/Treasurer

Stepping Black is a NFP Indigenous Corporation that was established in 2013 with a key focus to deliver programs to Indigenous people and their communities across the key areas of Arts and Culture, Business and Leadership, Education, Employment and Training and Health and Wellbeing.

Over the past years I have designed, planned, developed, budgeted and delivered/ facilitated the following projects and workshops using Chew's Place Consulting Resources, personal expertise and experience:

- **Indigenous Business Workshops**
 - Townsville & Palm Island - 2018
 - Queensland Department of Education, Small Business & Training Tender & DATSIP Funded
 - Business Planning & Concept Development, Budgets and business Records
- **Indigenous Computer, Business Management & IT Workshops (This training is continuing under CPC)**
 - Cherbourg HIPPY Group
 - Cherbourg Ration Shed Staff, Business Manager of Pottery House and Fun Run Co-ordinator
- **Youth Programs Plus Development Services for Doomadgee Aboriginal Shire Council**
 - Work Ready-Business Savvy; Solid Sistas;
 - Upskilling of Council Staff;
 - Business Start-up Consultation for Community Members 2015-2016,

- Positional Policies & Procedures, Staff training
 - Development of Cultural Awareness Brochure for Council and Community Visitors
 - Development and production of Community Newsletter
 - Design and production of Council Calendar in 2017-18 using Workshop Participants' Photography
- **Event Management and Support**
 - Cherbourg Reconciliation Fun Run 2014- 2019 and South Burnett and Cherbourg on Show Festival 2013-14
 - Us Mob Radio Station – Yhurri Gurri Cultural & Arts Festival 2016
 - NAIDOC Committee – Fraser Coast 2013- Present
 - Weaving Weekends for Indigenous Women 2017-2019
 - Moonaboola Cultural Arts Festival Committee – Maryborough 2019
 - **Regional Development Australia – Wide Bay Burnett 2013**
 - **Indigenous Passport Initiative** (*Indigenous Trainees completing Certificate III in Civil Construction Resource Sector*)
 - Mentoring of Indigenous Trainees
 - Delivery of LLNP Support
 - Development of Industry Standard Resumes/CVs and soft copy of All Qualifications
 - Preparation for Work - Training
 - **Australian Indigenous Leadership Centre – 2014**
 - Planned and developed Units of Study for delivery by AILC
 - Units of study included Trainers Manual, Student Workbook with Study Information and Activities, Assessment & Completed Answers
 - **Digital Stories Project – Funded by Uniting Care & Creative Regions Digital Photography & Film Making - 6 weeks 2016**
 - Planned, developed and delivered workshops for Indigenous High School students and Mature Age participants in Film Making and Time-lapse Photography
 - Workshops held in Bundaberg. Student and Participant work screened on big screen at Theatre.
 - **USQ – Hervey Bay Indigenous Connections Day – MC and Workshops**
 - **Murris Making Music Workshop– AICC Funding Music Workshop - 3 days October 2013**
 - Planned, developed and delivered 3 day workshop for Indigenous musicians over 18 years from Cherbourg
 - **Murri Kids Connect to Culture Music Workshop– Child Services Funded Music Workshop - 1 day Oct 2013 & 2018**
 - Planned, developed and delivered 1 day workshop for Indigenous kids at Cherbourg
 - Held at Cherbourg for Murri Kids in Care to assist the development of Cultural Connection
 - **Digital Story Workshop for NDIS – Open Doors Access, Cherbourg – Young people Holiday Program**
 - **Governance Workshop– New Board for Indigenous organisation - 4 days**
 - Planned, developed and delivered 1 day workshop for Board Members to develop Governance Skills and develop Strategic Plans for the Organisation
 - Held at Bundaberg
 - **Introduction to Business – Indigenous and Non-English Speaking New Migrants - 1 day 2015**
 - Planned, developed and delivered 1 day workshop for participants
 - Held at Hervey Bay Neighbourhood Centre
 - **Other Areas**
 - *Design & Delivery of Governance Workshop with new Indigenous organisations and individual businesses*
 - *Assisting Indigenous Dancer to prepare a concept to tour Queensland, NSW and NZ*
 - *Prepared and submitted funding for Indigenous Organisations and businesses*
 - *Designed, developed and delivered a range of workshops and seminars*

YOUNG ACHIEVEMENT AUSTRALIA – FULL TIME 2005 - 2009

Queensland State Manager

- In charge of the State under two regions – SE&CQ and North Queensland
- Responsible to the National CEO (Sydney)
- Assistant to Manager for VET Accreditation and Monitoring responsibilities

Young Achievement Australia was a not-for-profit organisation that provided the opportunity for young people aged between 14 and 25 years, from secondary, tertiary and community groups to develop their entrepreneurial skills through the YAA Business Skills Program™. Their program was a practical, hands-on program.

BUSINESS SKILLS PROGRAM MANAGEMENT

- Delivery of YAA Business Skills Program™ to teams of 10-25 young people
- Recruitment of school and university student teams
- Establishment of teams from registrations and programs
- Recruitment of Mentors and Teachers to assist with the teams and the delivery of the program
- Provide assistance and training for Teachers and Business Mentors
- Facilitate and maintain the programs for the 24 unit duration
- Maintain and set deadlines for compliance with forms and audit timelines
- Provide information for QCE points
- Provide and maintain information for Awards
- Provide and maintain information for Participation Certificates
- Maintain Database – Privacy & Confidentiality of Under18 participants
- Provide assistance in all facets of the establishment, development and exiting of their YAA business; including Business Planning, Capitalization, Record Keeping and Reporting, Marketing, Manufacturing, HR, Environmental Sustainability and Meeting procedures.

CLIENT MANAGEMENT - SPONSORS

- Maintain Contact Database
- Client Sponsorship Contracts – design, develop and delivery.
- Completion Reporting
- Private and Public Sponsorship Clients
- Appreciation Certificates/ Event Invitations
- Compliance with use of Logos and Business Names for acknowledgements
- Newsletters

CLIENT MANAGEMENT - MENTORS

- Recruitment and screening of Business Mentors
- Maintain Contact Database
- Applications for Blue Cards (Working with Children)
- Induction and Training of Mentors
- Provision of Resources to assist with delivery of the Program
- Contact and availability for assistance
- Appreciation Certificates/ Event Invitations
- Compliance with use of Logos and Business Names for acknowledgements
- Newsletter

FINANCIAL MANAGEMENT

- Budgets – Queensland (NQ \$95,000 & SEQ \$250000)
- Financial Planning and Strategies for State
- Sourcing of Sponsorship & Donation/ contributions
- Preparation of Funding/ Grants Applications
- Reporting
 - Financial Reports – Budgets, P&L
 - Performance Reports
 - Team Data & Program Updates and Reports
 - Government & Grants Application & Compliance Reports
- Accounts Management
 - Invoicing/ Receipting
 - General Ledger
 - Banking / Accounts Receivable Control

EVENTS MANAGEMENT

- Plan, Organise and Manage all areas for the following events:
 - Trade Expo (25 – 30 teams) per year
 - Management Skills Seminar & Workshops – SEQ & NQ each year
 - Mentor Induction & Training – Workshop & Seminar – SEQ & NQ each year
 - Networking Events
 - Regional Awards Dinner – NQ Townsville – (150 guests) each year
 - State Awards Dinner – Brisbane (300 guests) each year
 - YAA Trade Displays at Career Days, Rotary Conference, BEAQ Conference, University Open Days
 - Prepare Programs, Media Releases, Hire Equipment, Invitations, RSVP, Ticket Sales, Profit & Loss Reports, Budgets, Advertising, Marketing, Flyers etc

GENERAL ADMINISTRATION & OFFICE MANAGEMENT

- All Correspondence – email, letters, phone, fax
- Records Management & Filing
- YAA Database – Access
- Monthly Newsletters, Media Releases and Articles
- Staff Recruitment & Training, Time Sheets, Leave Applications/ Expense Claims
- Maintain Systems using Policies and Procedures set down by organisation

EDUCATION QUEENSLAND – 1971 - 2005

<p>Secondary Teacher</p> <ul style="list-style-type: none"> ▪ 1971 – 2005 ▪ Senior Teacher ▪ Business Department Co-ordinator ▪ Acting Maths HOD ▪ Acting Deputy Principal ▪ Senior Mistress 	<p>Accounting (Yr 11 & 12) Business Communication & Technologies BCT (Yr 8 - 12) Business SAS (Yr 11 & 12) Word Processing (Yr 9 – 12) Senior Mathematics (Yr 11 & 12) Trade & Business Maths (Yr11-12) Junior Business Junior English Shorthand/Typing</p>	<p>1971 – 1975 Yarraman P-10 State School- Secondary Department</p> <p>1976 – 1981 Supply & Contract Teacher</p> <p>1982 - 2005 Nanango State High School</p>
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- General Classroom Teaching Duties
- Preparation of Work Programs and Curriculum Outlines
- Preparation of Teaching Resources, Assessment and Reporting documentation
- Subject Area Co-ordinator – Business Department
- VET Co-ordinator and Trainer for Business, Administration & Retail (*Assisted other teachers in delivery of Agriculture, Hospitality, Trade and Business Maths and Tourism*)
- Acting Maths Head of Department
- Acting Deputy to the Principal
- Year Level Coordinator – Years 10, 11 & 12
- Sports Coach and Sporting Carnival Coordinator
- Leadership Camp Coordinator and Facilitator
- Young Achievement Australia Business Skills Programs – 13 Programs completed with Year 11 & 12 Students
- School Musical Producer/Director (20+) and other Extra-curricular activities
- Developed and implemented Career and Life Skills Programs
- Work Experience Program and Placement Co-ordinator
- Senior Formal Co-ordinator
- Responsible for all facets including budgets and AOP for Business Department

OTHER

Current Member of Women’s Network Australia, Hervey Bay Chamber of Commerce. Community involvement over the years includes Secretary of Agricultural Show Society, Secretary, Treasurer & Coach for local Netball Club.

REFEREE DETAILS WILL BE SUPPLIED ON REQUEST

SOME COMMENTS FROM PROFESSIONAL PARTNERS

Jenni is a highly skilled professional who combines mentoring and coaching with business development and planning. Jenni always gives more than she is asked for, encouraging innovation and community development. I would have no hesitation in recommending Jenni to others.

Sue Sargent, Projects Manager, Fauna & Flora International

“Jenni, thanks very much to both you and Col for all of your help and hard work in assisting Fraser Coast TESS to achieve our goals.

Jenni, the advice you have given me from our first meeting was fantastic and I really have taken it on board in my drive to achieve our mission in the Fraser Coast Region.

As a Board member you offered many skills which were of strategic importance to our organisation – you are missed.

Lance Stone, Chief Executive Officer, Fraser Coast Training Employment Support Service Inc. “

Jenni asked me to be part of her Queensland State Judging panel in the Young Achievement Australia finals. Jenni managed this program fantastically, mostly single handed. It was short sighted of Government to abandon this business program which gave teams of high school students the opportunity to commence a business, raise capital, issue shares, manage 'company' roles and responsibilities, develop a live product/service, market and sell the service/product and then close the company in a given timeframe.

In her own consultancy, Jenni has developed her own programs with schools and universities giving students real live business experience with practical application. I recommend her to anyone looking for structure and development in their business.

*Alison Blomkamp, Director
Business Grow Queensland Pty Ltd*