Michelle Naughton

17 Mary Street

Goulburn NSW 2580

0422 821 812

[ana21339@sctelco.net.au](mailto:ana21339@sctelco.net.au)

Employment

**Dec 2007 – Sep 2016 Assistant Paralegal** (Administration Assistant – Data Entry Centre) – Fragomen Australia Pty Ltd   
  
1. Client relationship and case work:  
Assist team to develop and maintain positive client relationships;

Prepare and submit accurate and complete visa applications which are correct to standard process;  
Undertake administrative tasks to a high standard of accuracy;

Manage own case work effectively within standard time frames;  
Work with team members to ensure the work within the team is completed accurately, correct to standard process and within SLAs;  
Adhere to any agreed internal or external SLAs.  
  
2. Knowledge building and professional practice:  
Maintain, improve and share knowledge of Fragomen policies and processes;

Adhere to external and internal ethical and practice management standards.  
  
3. Internal relationships and processes:  
Follow internal policies on risk management, use of Connect, E-files, best practices and IT usage;   
Contribute to, and foster a positive work environment.

**2006 – 2007 Swimming Instructor** – Department of Sport and Recreation  
   
\* Instructor in Charge of swimming programs at Bungendore, Braidwood, Moss Vale and Mittagong.  
HOLIDAY PROGRAMS: Instructing Learn to Swim programs according to child's ability and level.

From Infant classes (parent with baby) through to squad level.

Water confidence; Floating; Breathing; Stroke Correction for Freestyle, Back Stroke, Breast Stroke and Butterfly; Diving, Water Safety.

Maintaining comprehensive paperwork.   
Completing and issuing Certificates to children at end of program.

**2006 - Swimming Instructor** – Goulburn Aquatic Centre

**Nov 2005 – Oct 2007 Swimming Instructor** – Neate Swim School

**2006 - Census Collector** – Australian Bureau of Statistics

**2004 - Guitar Tutor** – Southern Region Community College

**1992 – 1993 Retail Assistant** – Connolly’s CHEMART

**1992 – 1993 Taxi Owner / Operator** – Goulburn Radio Cabs 1992 – 1993  
  
**1987 – 1988 Computer Programmer** – SPL Pty Ltd

Qualifications

Licences - Current Gold NSW Drivers Licence – expiry date **04/04/2021**  
  
Own transport  
  
First Aid (equivalent to Level 2 Senior First Aid Certificate)  
Respond to workplace emergencies  
  
**2016** - RSA / RCG valid to Nov 2021

**2011** - H&R Block Basic Income Tax Preparation Course

**2005** - AUSTSWIM Teacher of Swimming and Water Safety Certificate

Austswim Number 80016 issued 08/06/2005 expired 08/06/2008  
  
Teacher of Swimming – People with Disabilities

**2004** - Certificate IV Fine Arts – Illawarra Institute of Technology

**2001** - Diploma in Music (Contemporary) – Illawarra Institute of Technology

**2000** - TAFE Statement in Fitness Instruction (Theory) - Illawarra Institute of Technology

**2000** - TAFE Statement in Fitness Instruction (Practical) – Illawarra Institute of Technology  
  
**1990** - Conflict Resolution Couse – Cairns TAFE

**1986** - Diploma in Business Computing – Metropolitan Business College, School of Computer Studies

**1985** - HSC: 3 Unit English, 4 Unit Maths, Physics, Chemistry – Goulburn High School

Referees

**Mathew Chapman** Cleaner, Coles Services Phone: **0459 120 525**  
  
**Vanessa Croker** Franks Financial Planning Phone: **0423 059 372**  
  
**Amanda Sharpe** Council Coordinator, Phone: **0408 244 347**  
 McDonald Jones Homes  
  
**David Gustafson** Pool Superintendent 2006 Phone: **0423 041 425**  
 Goulburn Aquatic Centre