

MICHELLE SMIDT

Graduate Intern, Oliver & Langford

TEL +61 7 3891 5236 or 07 3891 5236

MOB +61 432 807 749 or 0432 807 749

FAX +61 2 6679 1359 or 02 6679 1359

EMAIL HR.MichelleSmidt@gmail.com

POST PO Box 1584
New Farm QLD 4005
Australia



QUALIFICATIONS & ACCREDITATIONS

- Master of Business Major in Human Resource Management (2012)
Queensland University of Technology (QUT)
- Dean's Award for Excellence (2012)
Queensland University of Technology
- Bachelor in English and Employee Communications (2011)
Copenhagen University
- Currently undertaking Accreditation in Enneagram Professional Training Program
(with world leader Dr David Daniels and others.)

MEMBERSHIPS

- Golden Key Honour Society
(*bestowed only to the top 15% highest performing students*)
- QUT Alumni

SERVICES / CONTRIBUTION

- Michelle brings new perspectives, energy and enthusiasm to Oliver & Langford and our clients. Her presence expands the quality and quantity of Oliver & Langford's reach.
- As a recent Masters graduate, she is abreast of developing trends and practices in people management. And personally, as a 'Generation Y', she connects with the newer 'breed' of organizational managers and staff, ensuring our services are tailored and targeted to our younger clients. She is also aware of the importance and application of emerging social networking technologies.
- Born in Denmark, and completing her education in the USA and Australia, Michelle networks nationally and internationally, and ensures a world-wide perspective and awareness in Oliver & Langford's services.

EXAMPLES OF MICHELLE'S EXPERIENCE AND PROJECTS

IBM Denmark's Career Development Centre (2010-2011)

Michelle was employed in IBM Denmark's Career Development Centre, Copenhagen:

Activities undertaken include:

- developing systems and processes for smooth running of the department,
- being proactive in recruitment and selection e.g. gathering current internal job vacancies, entering data into spreadsheets, monitoring for potential candidates to fill critical job roles,
- communicating with other internal Human Resource (HR) departments to coordinate activities etc.

CEED Project: Employee Engagement in the manufacturing industry (2011)

During her Masters, Michelle took part in a CEED project (which links students with companies/government for completion of industry based projects), assessing employee engagement in the manufacturing industry.

Her role was varied, including:

- establishing trust and rapport with onsite managers, supervisors and staff,
- conducting interviews with staff at all levels,
- developing questions and conducting focus groups,
- creating an Employee Engagement survey,
- conducting/delivering the survey on site,
- gathering and analysing results,
- developing a report with recommendations and action plans for resolving identified issues.

Current Project with Prominence Consulting: Establishing HR Systems in a major Organization (2013)

Michelle has been engaged to work with HR professionals to set up HR systems in a major start up with a national statutory organization.

Her role has included:

- drafting the majority of HR policies and procedures for an organization of approx 100 people,
- designing, developing and facilitating induction training for all staff.

Queensland University of Technology (2013)

QUT has acknowledged Michelle's excellence by hiring her to work with students this year.

- tutoring for undergraduate unit 'Performance and Reward',
- marking assessment papers and presentations.

Involvement in Oliver & Langford's ongoing projects (2011-13)

Michelle initially became involved with Oliver & Langford through the QUT Mentor Scheme with Hilary Langford as her Mentor. As Michelle proved to be an outstanding student, who impressed with her intuitive knowledge, 'feel' of people issues, and maturity, Oliver & Langford were delighted to invite her to join us as a Graduate Intern:

In this role she is:

- assisting in the design of workshops and development programs,
- attending these activities and assisting in their delivery,
- streamlining Oliver & Langford's systems and procedures,
- re-developing the Oliver & Langford web site.

We look forward to Michelle co-facilitating and developing her own client base in the future.