

LOUISA KENZIG

78 GLADYS ROAD / LESMURDIE 6076 / T: +61 409 561 130

E: LOUISAKENZIG@GMAIL.COM

SUMMARY OF SKILLS

- Excellent interpersonal communication, written and listening skills
- Exceptional organization skills
- Experienced in Microsoft Office Suite
- Highly effective when working as part of a team or independently
- Self-motivated and goal oriented, able to work in a fast paced environment
- Friendly, courteous and articulate, can help customers in a professional manner
- Adaptable and flexible to changing situations
- Takes pride in doing a good job and willing to learn and apply new practice

EDUCATION & TRAINING

Australian Institute of Hollistic Medicine 1991: Diploma of Clinical Acupuncture

Queensland Institute of Natural Sciences 1986 - 1991: Certificate of Herbal Medicine, Certificate in Organic Farming & Gardening, Advanced Diploma of Homoeopathy

Narrogin Regional Nursing School 1982 - 1983: Diploma of Enrolled Nursing

Narrogin Senior High School (TEE) 1979 - 1980

Pingelly District High School 1969 - 1978

EMPLOYMENT

SELF EMPLOYED:

Contracted through DAATS - Transcriptionist/Proof reader: 2008-Present

Medical, legal and research - audio transcription, proof reading transcribed documents. 100% online process.

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CLINICAL PRACTICE:

Self Employed - Consults, Lab manufacture & development: 1991-2002

Clinical consultations, diagnosis and treatments, including acupuncture. Laboratory - health product manufacture & development: Student training and orientation.

STUMPY'S ROADHOUSE BROOKTON:

Counter hand: 1987

Food preparation & customer service.

FITZROY CROSSING SHELL ROADHOUSE:

Counter hand: 1986

Customer service, Kitchen (Food preparation), Convenience Store Cashier.

WA MEDICAL BOARD:

Senior Nurse and Remote Area Nurse: 1982-1986

Various hospitals throughout WA Clinical consultation, outpatients/emergency room, treatment room, general nursing, theatre, paediatrics, maternity, ambulance duties.

PINGELLY - BROOKTON LEADER (NEWSPAPER):

Reception & Editor's Assistant: 1981

General receptionist duties, customer service, banking.

CALTEX SERVICE STATION KARRINYUP:

Console Operator, Customer service: 1981

REFERENCES

Paul Alexander

Naturopath

Tara Centre, Mt Hawthorn

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Dr Prof Sir Andrew Ong

Dean of Australian Institute of Holistic Medicine, Jandakot

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Gilliane Burford

Dean of Paramount College, Malaga

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