

# ADVANTAGE Resumés

## ABOUT MALA:

"I have had over 25 years' experience working in the Community, Government and Private sectors ... primarily working in the field of Education, Employment and Training. For 18.5 years I was employed as the Coordinator the NSW Government funded **Links to Learning Programs** on the Central Coast. These programs offered a wide range of accredited and non-accredited education/training and employment support for young people. Writing Resumés and assisting with all aspects of Job Search and Job Applications was just one part of my very complex role. At the time of my resignation, I left behind a very large, valuable and viable set of programs – the longest running and largest community-based program of its kind in NSW.

Since my resignation 9 years ago I have set up my own home based business, **ADVANTAGE Resumés**. I have also started my own informal travel business, **MalaMahal Travels to India and Beyond**, taking small groups to "off the beaten track" places throughout India and the USA.

In my role with **ADVANTAGE Resumés** I have prepared Resumés and employment packages for:

- Fitters and Machinists
- Scaffolders and Riggers
- Crane Operators
- Plumbers
- Builders
- Electricians
- Truck drivers
- Excavation workers
- Landscapers and Gardeners
- Hairdressers
- Travel Consultants
- Real Estate industry people
- Chefs
- Coal miners
- Mine Managers

I have also prepared successful applications for clients seeking roles with all tiers of Government - Federal, State & Local Authorities:

- Accounting, Finance, Risk Management and Auditing
- Administration and Administration Support
- Agricultural, Conservation and Forestry Communications
- Arts and Culture
- Defence and Police/Emergency Services Education
- Engineering
- Hospitals, Health and Aged Care Facilities
- Housing
- Transport
- Immigration, Citizenship, Foreign Affairs
- Tourism
- Personnel, Recruitment/Labour, Training and Human Resources

## ADVANTAGE Resumés

Research, Development and Science  
Social Welfare, Corrective Services, Justice Health  
Family and Community Services  
Universities, Libraries, Museums, Schools and Other Institutions

I enjoy the work I do with **ADVANTAGE Resumés** very much. I love the wide range of people contact, learning about so many different professions and the challenge of making each person's CV or Resumé very special."