**GINA CLAYTON**

**Professional Development**

* Diploma of Work Health & Safety (in progress), OSHA
* Certificate IV Work Health & Safety, OSHA
* Graduate Certificate in Management (Human Resources), USQ
* Graduate Certificate in Personnel Practices, CIPD
* Quality, Environmental & OHS Management Systems, Exemplar Global
* Management Systems Lead Auditor, Exemplar Global
* Certified Professional Auditor – Lead Specialist, Exemplar Global
* Certified Assessor of Science of Self – DISC, Motivators and Emotional Intelligence
* PRINCE2 Foundation Project Manager, ILX Group
* Executive Managers Development Program, Local Government Managers Australia
* Change Agent & Trainer, The Greenwich Group
* Accredited Personality Behaviour Assessor, SHL Group
* Certified Profiler 360\* Feedback Facilitator, Personality Decisions International
* Cert IV Workplace Trainer & Assessor, AIM
* Certified Rehab Coordinator, WHSO & Risk Assessor, Chamber of Commerce
* Manual Handling Risk Assessor & Trainer, Institute Occupational Safety & Health
* Risk & Hazard Assessor, National Safety Council
* Workplace Health & Safety Officer, Commerce QLD
* General Construction Induction White Card, Blue Dog Training
* Diploma in Hotel Management, Stott’s College
* Diploma in Catering, Highland’s College
* Food Supervisor, Goulbourn Valley Food Safety Services

**Industry Experience**

I work with clients in a wide range of different white collar, blue collar and trade industries as indicated below.

* Retail – e.g. General Post Office, Butchery and Seafood Processing
* Hospitality – Hotels and Restaurants
* Plumbing / Electrical / Concreting / Pest Control
* Manufacturing – Agricultural / Food
* Administration; including audio typist
* Recruitment – Executive, Trade and Office
* Scribing – Government Recruitment
* Local, State and Federal Government
* Tertiary Education / Trainers & Assessors
* Marketing / Banking / Legal Firms
* Veterinary Practice
* NFP Associations (NFP Discounts too)
* Construction / Civil Engineering / Vegetation Management
* Global logistics / Courier Services / Airlines / Motorways
* Retirement Villages / Health & Support Services

**Current Memberships**

* Professional Member MAHRI, Australian Human Resources Institute
* Member, Townsville Chamber

**Insurances**

* $20m Public Liability Insurance
* $1m Professional Indemnity Insurance