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## Education

### 2013 Graduate Diploma of Research Studies (Arts, Education and Law) Semester 1

Year	Courses completed	Result
2013	7015EDN Educational Research Design 10CP	6 Distinction
2013	7246EDN Extended Special Project in Education 20CP	6 Distinction
2013	7267EDN Research Methods in Education 10CP	6 Distinction

### 2009 Bachelor of Multimedia Studies with Distinction (Central Queensland University)

Year	Courses completed	Result
2009	Collaborative Multimedia Project Part B	7 High Distinction
2009	Problem Solving in the 21 <sup>st</sup> Century	7 High Distinction
2009	Working with New Media	6 Distinction
2009	Leadership and Teamwork	7 High Distinction
2009	Collaborative Multimedia Project Part A	7 High Distinction
2008	Innovation in Interactivity & Social Networks	7 High Distinction
2008	Contemporary Photomedia	7 High Distinction
2008	Technology, Communication and Culture	7 High Distinction
2007	Web Application Development	7 High Distinction
2007	Professional Writing	7 High Distinction
2007	Desktop Publishing	7 High Distinction
2007	Digital Design and Communication	7 High Distinction
2007	Introduction to New Media Studies	7 High Distinction
2007	Communication in the Digital Age	7 High Distinction
2007	Foundation of Animation	7 High Distinction
2007	Interactive Animation for Games	6 Distinction
2006	Web Design and Development	7 High Distinction
2006	Design Perspectives	7 High Distinction
2006	Illustration and Visualisation	7 High Distinction
2006	Introduction to Multimedia	7 High Distinction

#### Credit from earlier studies

Information Systems 1A	7	High Distinction
Quantitative Methods B	6	Distinction
Economics A	4	Pass
Quantitative Methods A	7	High Distinction

## Employment History

Period	Positions	Employer(s)
2008-current	Research Assistant, Practicum Placement Officer, School Secretary, Timetabling Officer, Assistant to Deputy Head of School, HDR School Administration Officer, Graphic Designer	School of Education and Professional Studies, Griffith University
2008-current	Editorial Administrator - International Journal of Home Economics	International Federation of Home Economics
2010-2012	Document Designer, Formatter	Metserve (metserve.com.au) environmental consulting company
2007-2012	Research Assistant & Graphic Designer	Dr Katie Makar, Professor Shelley Dole (University of Queensland), Education Qld, Australian Catholic University, Deakin University, Monash University
2001-2006	Administrative Officer	School of Education, University of Queensland

## Roles Tasks and duties

<b>Griffith University</b> Practicum Placement School Secretary Timetabling SAO Assistant to Deputy Head of School HDR SAO	<ul style="list-style-type: none"> <li>• Create or maintain databases</li> <li>• Perform duties in accordance with university policy</li> <li>• Support committees</li> <li>• Liaise with Exams &amp; Timetabling to enabling timetabling of School's courses.</li> <li>• Develop effective marketing and promotional material</li> <li>• Manage processes for HDR students through confirmation</li> <li>• Use University systems for information management, finance, procurement, travel arranging,</li> </ul>
<b>School Reviews</b> Griffith School of Environment School of Education and Professional Studies	<ul style="list-style-type: none"> <li>• Support compliance with relevant legislation and University policies and procedures, including equity and health &amp; safety and exhibit good practice in relation to same.</li> <li>• Collate diverse materials and ensure all information updated</li> <li>• Analyse data and create appropriate graphs/charts/diagrams</li> <li>• Create presentation for staff on topic</li> </ul>
Research Assistant	<ul style="list-style-type: none"> <li>• Create and maintain databases as required, collate and analyse data (for example: all data from diagnostic tests over three years, six schools and over 1600 participants, tracking results for individual students.)</li> <li>• Produce reports showing statistical data</li> <li>• Organise conference, including catering, room booking, advertising material</li> </ul>
Editorial Administrator	<ul style="list-style-type: none"> <li>• Design cover &amp; publication style for International Journal of Home Economics (IJHE); format each issue of Journal to high standard, including redesigning any graph or graphic that does not meet Journal standards</li> <li>• Create process for publication; database to track progress of each submitted article, through review and change process</li> <li>• Manage peer review process of IJHE, including correspondence with authors and reviewers, following up due material, advising of editor's decision</li> </ul>
Designer: Graphic, Web, Document	<ul style="list-style-type: none"> <li>• ifhe2012.weebly.com, ijhe.weebly.com, www.griffitheducationhdr.com www.proportionalreasoning.com</li> <li>• Produce graphics, logo, diagrams, designs, presentations for books and international conferences, produce online and paper surveys</li> <li>• Design, produce, or format complex documents &amp; reports to high standard for publication including for government bodies and publishers</li> </ul>

## Achievements

2013	<p>Garrick, B., Keogh, J., Pendergast, D., Dole, S., <b>Reynolds, J.</b> (accepted manuscript). <i>Locked into place through teacher education: The discursive construction of young people in the middle years of schooling</i>. In M. Vagel (forthcoming).</p> <p>Designed, wrote, created HDR student website <a href="http://www.griffitheducationhdr.com">www.griffitheducationhdr.com</a></p> <p>Illustrations and diagrams in Pendergast &amp; Garvis (Eds) <i>Teaching Early Years : Rethinking Curriculum, Pedagogy and Assessment</i>. Allen &amp; Unwin, Crows Nest, NSW</p> <p>Assisted in management and compilation of the Proceedings from the Ray Solomonoff 85th Memorial Conference <a href="http://link.springer.com/book/10.1007/978-3-642-44958-1">http://link.springer.com/book/10.1007/978-3-642-44958-1</a></p> <p>Managed and organised 2013 Proportional Reasoning Conference at UQ, designed website, flyers, calendars, <a href="http://www.proportionalreasoning.com">www.proportionalreasoning.com</a></p>
2012	<p>Newsletter editor for International Federation Home Economics Melbourne Congress 2012 <a href="http://ifhe2012.weebly.com">ifhe2012.weebly.com</a>; Designed book cover for <i>Creating Home Economics Futures</i> published 2012 and a number of diagrams within; Designed models/diagrams for <i>Digital Games: Literacy in Action</i> published 2012; Designed mathematical diagrams/posters for Education Queensland for use in middle schools (revised 2013)</p>
2011	<p>Key player in development of Griffith School of Education and Professional Studies Review documentation; Formatted book for publishing for <i>Digital Games: Literacy in Action</i>; Compilation of report to Australian Government on Cybersafety</p>
2010	<p>Assisted in research for the following paper: Pendergast, D. (2010), Connecting with Millennials: Using Tag Clouds to Build a Folksonomy from Key Home Economics Documents. <i>Family and Consumer Sciences Research Journal</i>, 38: 289–302.</p>
2009	<p>Pendergast, D., Keogh, J., Garrick, B., <b>Reynolds, J.</b> (2009). The MYSA Position Paper and preservice teacher education: Surprisingly serendipitous synergies. <i>Australian Journal of Middle Schooling</i>. 9(2), 20-25.</p> <p>Produced illustrations and diagrams for the ARC Linkage Group: Making Connections in Science and Mathematics, including being responsible for the design and implementation of student tests and producing learning materials for publication.</p>
2008	<p>Responsible for the design and formatting of the <i>International Journal of Home Economics (IJHE)</i> ISSN: 199-561X</p> <p>Designed plenary session PowerPoint presentation for Professor Donna Pendergast presented at the 100<sup>th</sup> Anniversary of the International Federation of Home Economics (Lucerne, Switzerland)</p> <p>University of Queensland General Staff Development Prize</p>
2007	<p>Finalist in animation category of JTV Breaker National Competition</p> <p>Responsible for the creation and design of Illustrations / diagrams in <i>The Millennial Adolescent</i> (Pendergast &amp; Bahr) pp. 26, 59, 79, 81, 82, 84, 90, 125, 211, 212, 269, 273, 275, 279, 281, 284, 286, 295, 298 now in its second edition.</p> <p>8 illustrations published in <i>Visual Communication in Digital Design</i> (Ji Yong Park) in both Australian &amp; Korean Editions.</p> <p>Rockhampton Community Services Club Multimedia Prize: Highest GPA in first year of Bachelor of Multimedia Studies</p>
2005	<p>6 illustrations / diagrams in <i>Teaching Middle Years</i> (Pendergast &amp; Bahr)</p>
2005	<p>Formatted <i>Developing Lifelong Learners in the Middle Years of Schooling</i>, Report to Queensland Government</p>