**Canice Tam**

  Sydney, NSW 2200

0415 870 711 - canicetam@gmail.com

**Websites, Portfolios, Profiles**

* https://www.linkedin.com/in/canice-tambbb81889/

**Professional Summary**

Multi-talented Piano Instructor with proven skills in piano teaching from beginner level to advanced. Highly organized and timely with experience helping students compose original songs. Ready to bring 5 years' experience to a rewarding new position.

**Skills**

| * Full Driver Licence NSW * Microsoft Office * Advanced piano technique * Memorization Strategies * Business Development | * Operations Management * Financial Management * Sales Techniques * Accounting * Composition Guidance |
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**Work History**

| 02/2016 to Current | **Private Piano teacher**  **Self Employed** – Sydney   * Enhanced student performance by implementing personalized lesson plans tailored to individual needs and goals. * Increased student retention rates through consistent communication with parents regarding progress and areas for improvement. * Developed strong rapport with students, fostering a positive learning environment conducive to growth and development. * Collaborated with other music teachers to share best practices and refine teaching methodologies for optimal results. |
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| 03/2021 to 12/2023 | **Music Teacher Subcontractor**  **J & E Piano Music Centre** – Sydney, NSW   * Improved student musicianship by incorporating a variety of teaching methods and techniques. * Enhanced students'' understanding of music theory through engaging activities and exercises. * Mentored students in various ensembles, boosting their confidence and performance skills. |
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| 11/2021 to 12/2021 | **Logistics Assistant**  **David Jones** – Sydney, NSW   * Streamlined warehouse operations by implementing efficient inventory management systems. * Improved supply chain efficiency by establishing strong relationships with key suppliers and carriers. * Ensured accurate documentation, maintaining detailed records of shipments, invoices, and receipts for compliance purposes. |
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| 08/2021 to 09/2021 | **Census Field Officer**  **Australian Bureau of Statistics (ABS)** – Sydney, NSW   * Improved data accuracy by conducting thorough field data collection and verification for the Census Bureau. * Enhanced community participation in census data collection by organizing effective outreach programs and events. * Ensured timely completion of assigned tasks, maintaining daily progress reports and submitting accurate documentation. |
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| 01/2020 to 07/2020 | **Lead VIP Teacher Assistant**  **Hugeheart Education** – Sydney, NSW   * Including recruitment role * Developed strong relationships with students, parents, and colleagues by maintaining open lines of communication and fostering a supportive learning environment. * Increased student literacy rates by implementing targeted reading strategies in individualized instruction plans. * Enhanced classroom engagement through the use of interactive teaching methods, such as group projects and hands-on activities. |
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| 05/2019 to 03/2020 | **Driver**  **Ride Sharing Business (Uber/Ola/Shebah/DiDi)** – Sydney, NSW   * Improved customer satisfaction by maintaining punctuality and adhering to strict delivery schedules. * Achieved safe driving records by consistently following traffic rules and regulations. * Provided exceptional customer service, addressing concerns and resolving issues promptly. |
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| 05/2019 to 06/2019 | **Data Entry Operator**  **Australian Electoral Commission (AEC)** – Sydney, NSW   * Increased data accuracy by diligently inputting and verifying information from various sources. * Streamlined processes by implementing effective data entry techniques and tools, reducing errors and increasing efficiency. |
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| 09/2017 to 04/2018 | **MYOB Administrator**  **MCL Pty Ltd** – Sydney, NSW   * Full time MYOB administrator * Streamlined office operations by implementing efficient administrative systems and procedures. * Improved employee productivity with effective time management strategies for daily tasks. * Enhanced internal communication by creating a centralized information hub accessible to all staff members. |
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| 02/2017 to 08/2017 | **Receptionist**  **Nature's Care Manufacture Pty Ltd** – Sydney, NSW   * Full time Receptionist * Enhanced customer satisfaction by promptly addressing inquiries and providing accurate information. * Maintained a well-organized reception area with updated materials, contributing to a welcoming environment for visitors. * Improved appointment scheduling system, reducing wait times and increasing client satisfaction. |
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| 10/2016 to 12/2016 | **Christmas Casual Picker and Packer**  **Frostbland Pty Ltd** – Sydney, NSW   * Enhanced order accuracy by diligently following pick sheets and double-checking items before packing. * Expedited the picking process for faster order fulfillment using handheld scanners and inventory management software. * Maintained a clean and organized warehouse, ensuring easy access to products for efficient picking. |
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| 03/2008 to 2011 | **Sales Representatives**  **Herbalife And AVON** – Sydney, NSW   * Started Australian Business Sole Trader * Increased sales revenue by identifying and targeting high-potential accounts. * Expanded customer base through cold calling, networking, and relationship building. * Enhanced client satisfaction by addressing concerns promptly and providing exceptional service. |
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| 01/2005 to 04/2005 | **Casual Extra/Actor/Advertising**  **MCTV Management** – Sydney, NSW   * Expanded professional network by attending workshops, conferences, and industry events, leading to increased opportunities for collaboration. * Pursued continuous professional development through participation in acting classes and training programs, honing performance abilities. |
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| 01/2002 to 01/2004 | **Waitress**  **Various restaurants in Sydney City Centre** – Sydney, NSW   * Casual/Part time Waitress * Enhanced customer satisfaction by providing attentive service and anticipating guest needs. * Streamlined order processing for increased efficiency through clear communication with kitchen staff. * Maintained a clean and organized dining area, contributing to a pleasant atmosphere for guests. |
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| 01/2001 to 02/2002 | **Sales**  **Hong Kong PARKnSHOP Supermarket** – Sydney, NSW   * Drove sales productivity and customer satisfaction. * Furnished management with timely sales activities reports. * Educated sales staff on inventory and sales techniques and supported associates in promoting products to customers. |
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**Education**

| 01/2019 | **Graduate Certificate in Business Law**  **University of Sydney** |
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| 01/2016 | **Bachelor of Business & Commerce**: **Management**  **Western Sydney University** |
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| 01/2016 | **Master of Financial Planning**  **Western Sydney University** |
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| 01/2015 | **Diploma of Business**  **Management Consultancy International PTY LTD** |
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| 01/2011 | **Certificate III & IV of Accounting**  **TAFE NSW Bankstown** |
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| 01/2004 | **UAC offer La Trobe University Bachelor of Business degree in Business School** |
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**Affiliations**

* The Music Teachers' Association of NSW
* Australian Bookkeepers Association
* ELSA Speak

**Awards**

* Certificate Awards by Bankstown City Council - Contemporary Management Issues, Western Sydney University, 2015
* AMEB Australian Music Examinations Board Certificate, 2003
* Certificate of Excellence by Institute of Public Accountants Excellence in Accounting Award, 2012
* Outstanding Achievement in Certificate III in Financial Services, TAFE NSW SWSi Bankstown College, 2011
* Certificate of Outstanding Achievement with Honour for Higher School Certificate Music 1, 2003
* Certificate of Participation AGATHA TAM Canterbury Girls High School Senior Division, 2003
* Certificate of Achievement, Winning Edge Strategies, 2003
* Certificate of Participation, Sydney Conservatorium Access Centre, The University of Sydney, 2002
* Certificate of Achievement, Beverly Hills Intensive English Centre, 2002
* Second runner-up Secondary Schools Design Trophy award, Hong Kong Education Bureau, 2001
* ABRSM The Associated Board of the Royal Schools of Music Certificates, 2000
* Certificate of Proficiency, The Annual Hong Kong Schools Music & Speech Festival, 2000
* Merit Certificate, Leung Shek Chee College, 1999
* Merit Award in School Music Competition, 1995
* Merit Certificate, Kwun Tong District of Hong Kong Drug Ambassador Program, 1996

**Refrees**

Available upon request.