# THERESA NOVAK Curriculum Vitae



#### **EDUCATIONAL QUALIFICATIONS**

- Postgraduate: Diploma of Management (Frontline Management) NSW Health 2010.
- Tertiary: Bachelor of Applied Science (Occupational Therapy) University of Sydney, 1998.
   Level 4 Senior Clinician (Personal Regrade in 2016) Mental Health / Sensory Interventions Specialist

# BOARD/COMMITTEE MEMBERSHIP

- Satori Sports Pty Ltd Board of Directors 2020- present
- Boomerang Effect Pty Ltd Board 2007- present
- Boomerang Effect Network Meeting- Chair 2015- 2017
- Sensory Interventions Working party Sydney Local Health District- Convenor 2012- 2018
- Trauma Informed Care Committee PMBC 2015-2017
- Sensory Interventions working party- Chair 2009-2012, 2015- 2018
- Professor Marie Bashir Centre North West Precinct Redevelopment Committee 2012-2013
- Occupational Therapy SLHD Sensory Interventions Working party 2012-2013
- Missenden Unit Drug and Alcohol Steering Committee 2004-2006. Generated research presented at National Drug and Alcohol Nurse Association Conference in 2005.
- Occupational Therapy Week Forum in 2002- Committee member. Innovative OT practice conference
- Central Sydney Area Health Service Occupational Health and Safety committee member 2001-2003

### PUBLICATIONS- Published Books and Workbooks

- BE the Champion: World Class Sports Mindset
- BE the Champion: Sports Mindset Assessment Tool
- BE the Champion: Sports Emotion Mastery Cards
- BE the Champion: World Class Golf Mindset
- BE the Champion: Golf Mindset Assessment Tool
- · BE the Champion: Golf Emotion Mastery Cards
- Boomerang Effect: Module 1 Positivity Student Workbook and Teachers Guide
- Boomerang Effect: Module 2 Motivation and Best Self Student Workbook and Teachers Guide
- Boomerang Effect: Module 3 Mindfulness and Flow Zone Student Workbook and Teachers Guide
- Boomerang Effect: Module 4 Emotion Management Student Workbook and Teachers Guide
- Boomerang Effect: Module 5 Resilience Skills Student Workbook and Teachers Guide
- Boomerang Effect: Module 6 World Skills Student Workbook and Teachers Guide
- Boomerang Effect: Module 7 Organisation and structure Student Workbook and Teachers Guide
- Boomerang Effect: Module 8 Optimal Environment Student Workbook and Teachers Guide

#### Journal Articles

- Novak, T., Scanlan, J., McCaul, D., MacDonald, N., Clarke, T. (2012). Pilot study of a sensory room in an acute inpatient psychiatric unit. Australasian Psychiatry. 20(5), 401-406 64 academic citations
- Scanlan, J. & **Novak**, **T**., (2015). Sensory approaches in Mental Health: A scoping review. *Australian Occupational Therapy Journal*. 62(5), 277–285. 36 academic citations
- Research gate profile: <a href="https://www.researchgate.net/profile/Theresa\_Novak">https://www.researchgate.net/profile/Theresa\_Novak</a>



# **Book Chapters**

• Dream Believe Achieve – NRL published book. Visualisation chapter co-written with John Novak.

#### **AWARDS**

- SLHD High Achiever Award 2017- Developing Sensory Interventions intranet page
- Sydney Local Health District Quality Awards 2012- Mental Health Peak Quality Award Winner 'Benefits of a sensory room in an acute mental health unit'.

#### INVITED CONFERENCE SPEAKER PRESENTATIONS

- Suicide Prevention Forum: NSW Catholic Schools and headspace- 11th August 2015, Sydney, Australia. Boomerang Effect: A Resilience and Wellbeing Program.
- Behavioural Schools Conference- 13th July 2015, Sydney, Australia.
   Workshop title: Boomerang Effect Resilience and Wellbeing Program (2x 1 hour presentations).
- Changing Minds Conference- 14th August 2014, Sydney, Australia.

  Workshop title: Boomerang Effect Resilience and Wellbeing Program (2x 1 hour presentations).
- Occupational Therapy in Mental Health Conference- 26th February 2010, Sydney, Australia.
   Workshop title: The effects and experience of implementing a comfort room on an acute mental health unit (1 hour workshop).

#### CONFERENCE PRESENTATIONS

- 28th Australian National Occupational Therapy Conference- 10th 12th July, 2019, Sydney, Australia.
   Innovating addressing escalating youth mental health: Qualitative outcomes from a population based skills building positivity resilience program.
- 28th Australian National Occupational Therapy Conference- 10th 12th July, 2019, Sydney, Australia. Occupational Positive Psychology: embedding positivity within roles, occupations and activities.
- Occupational Therapy in Mental Health Conference- 27th October 2017, Sydney, Australia. Building resilience and wellbeing in school students: Mixed methods pilot study.
- 27th Australian National Occupational Therapy Conference- 19th 21st July, 2017, Perth, Australia. Building resilience and wellbeing in school students to promote positive mental health.
- 26th Occupational Therapy in Mental Health Conference- 13th November 2015, Sydney, Australia. Building resilience and wellbeing in school students to promote positive mental health.
- Occupational Therapy in Mental Health Conference- 13th September 2013, Sydney, Australia. Research and usefulness of a sensory room in an acute mental health unit.
- 25th National Occupational Therapy Conference 24-26th July, 2013, Adelaide, SA, Australia. Implementation of a sensory room in an acute inpatient psychiatric unit.
- Sports Management Association of Australia and New Zealand 30th Nov, 2012.

  Optimising Performance- An improvement management program. (Authors: Novak J. and Novak T).
- Drug and Alcohol Nurses of Australasia Conference- 22nd 24th June 2005, Canberra, Australia. "The Missenden Experiment- Mixing drugs, alcohol and mental health" (Presenters: T. Novak & A. Cox).

#### RESEARCH AND QUALITY IMPROVEMENT

- Multi-site study Chief Researcher 'Resilience program in schools' (May 2014- 2019)
  - The effects of a salutogenic resilience, positive mental health and wellbeing program in schools.
- Multi-site study Chief Researcher "Sensory Interventions in Mental Health" (March 2014-June 2018)
  - Effects of sensory rooms and sensory interventions in mental health units.



- Chief Researcher and Research Team Leader (October 2009-October 2013)
  - Effects of implementing a comfort (sensory) room on an acute mental health unit.
- Scientific Journal Article Peer Reviewer
  - Sensory and attachment theory paper 2015.
  - Sensory interventions in adolescent unit 2016
- Ethics Application Peer Reviewer
  - Family rooms research project within Sydney Local Health District 2013
- Boomerang Effect Quality Improvement Projects
  - Pennant Hills Golf Course 2018, NRL Bulldogs 2012 and 2013; International College of Management, Sydney (ICMS) 2011-2012, NRL Roosters 2010; Bankstown Golf Club 2007.
- Dual Diagnosis- Drug, Alcohol and Mental Health Research Team
  - Missenden Unit, RPA Hospital 2005.

#### PROFESSIONAL EXPERIENCE

#### COMPANY DIRECTOR SATORI SPORTS PTY LTD

Dec 2020- Current

- Completion of business start up tasks including:
- Business conceptualizing and business plan
- Social media, marketing strategy and branding
- Oversight of business operations
- Development of business operations
- Provide strategic commercial advice to the company
- Attend relevant board meetings
- Website development
- Athlete, coaches and service providers strategy plan

#### V18 GOLF COMPANY START UP

Sept 2020-Jan 2021

- Completion of all aspects of start up
- Conceptualising the business
- Financial modelling
- Development of Policies and procedures
- Staff modeling and recruitment
- Building of membership system
- Development and construction of website
- Development of marketing
- Social media plan for awareness and marketing
- Membership development

#### COMPANY DIRECTOR BOOMERANG EFFECT PTY LTD

(Part time Oct 2006-June 2018, Full time June 2018-current)

Program developer, Researcher, Writer, Staff and Student Educator, Presenter and Business Manager Development of performance improvement and resilience programs for athletes, students and businesses. Boomerang Effect spans Business, Elite Sports Mindset coaching, Resilience in Schools Programs in the following areas:

- Business innovation and coaching
- Business Coaching
- Staff Performance coaching
- Creation of Start-up businesses- V18 Golf, Satori Sports, BE sports clothing range
- Workplace culture









- Business organisation, structure, planning, setting KPI, tracking progress
- Business growth
- Marketing planning and strategy delivery
- Creating world class business systems and structures
- Creation of clothing/ apparel line
- Boomerang Effect program conceptualisation, development and writing.
- Website conceptualisation, writing, planning and development.
- Schools resilience program workbook writing, resource development, training, research and implementation.
- Boomerang Effect resilience program- 8 workbooks and teachers guides co-written with John Novak (2014-2018)
- Presenter- presentations at schools to staff in staff meetings, staff development days, school students, school leaders and parents.
- Staff training- deliver teaching staff training days on various resilience topics
- Development and delivery of PowerPoint presentations and training workshops for school teachers.
- Research- Development of quantitative and qualitative measures, data gathering and analysis.
- Conference presentations- Sports management, occupational therapy and teaching conferences
- Curriculum development- Co-author of 2x courses for International College of Management (ICMS), Sydney 2012/13.
- Design and editing of published work: Boomerang Effect: Golf Mind Game (2007)
- BE the Champion: Sports Mindset Co-written with John Novak (2019)

#### LEVEL 4 SENIOR CLINICIAN (Personal Regrade in 2016) - Mental Health / Sensory Interventions Specialist

- Expertise in adolescent and adult mental health, eating disorders and drug health assessment and interventions.
- Sensory interventions specialist with consultation role across NSW, Australia and internationally.

# MANAGER, TEAM LEADER, RESEARCHER AND SENIOR SPECIALIST CLINICIAN OCCUPATIONAL THERAPIST Inpatient Mental Health Services RPA Hospital, (SLHD) June 2001- June 2018 (Full time and part time hours)

**Caseload**: Individual assessment and intervention of acute mental health clients with a plethora of mental health, physical illnesses, co-morbidities and psychosocial issues. Services provided predominantly for acute inpatients with some outpatient and community consultation.

**Groups**: Extensive experience in group work facilitating a wide variety of content such as Dialectical Behaviour Therapy (outpatient and inpatient); Resilience; Weight Management and Exercise for Depression; Drug and Alcohol Motivational Interviewing; Meal Preparation; Stress Management; Healthy Lifestyle; Relaxation; Mindfulness; Stretching; Sensory; Recovery and Relapse Prevention; Yoga; Sport; Community Access; Gardening; Creative Art/ craft/ pottery; Self-esteem; Communication and Assertiveness; Eating Disorders Meal Preparation and Lifestyle Management. Family and support groups, Strengths based groups.

#### Management and senior duties include:

- Sensory research project chief researcher (2009-2018)- Effects of sensory rooms and interventions in mental health. Completed all aspects of research design, participant consents, multi-site formal ethics applications, reviews with research team, formal presentation within SLHD and at national conferences.
- Sensory Interventions project Implementation, consultation and sensory room design (2009-2018)Submissions for funding, project planning, consumer consultation, sensory room design, monitoring and reporting,
  SLHD MDT staff education and training, Staff consultation, feedback and engagement via surveys, focus groups,
  culture change management, supporting a trauma informed service model, manage sensory budget, review and
  compare sensory equipment for safety and effectiveness. Consultation for SLHD Sensory rooms on all mental
  health wards.
- Occupational therapy new graduates program coordinator (2007-2013) Monthly education program
  and providing support, mentoring and education for occupational therapists in their first 2 years of practice.
- Evidence based practice group (2012-2013)- developed an eastern sector OT evidence based practice group to formally review OTMH relevant journal articles.



- Professor Marie Bashir Centre North West Precinct Redevelopment Committee (2012-2013)- provide
  consultation / feedback on design and fit out of sensory spaces, exercise gyms, family room, group rooms and
  ADL kitchens, mothers and babies, eating disorders wards, MDT offices, functioning of all other spaces such
  as consumer rooms, outdoor spaces, nursing stations, dining, lounge spaces, seclusion rooms etc.
- Family room, Gym/exercise room, Eating disorders kitchen consultation and equipment fit out.
- Staff presentations, training and workshops- Extensive experience in staff presentations and training.
   Conducted a wide variety of presentations on various topics in different formats and forums (see below list).
- **Supervision, Performance Coaching and Management:** staff supervision and performance coaching, performance management, performance review, student supervision. Informal mentoring other MDT.
- Other management duties include: Safe work procedure development, risk management, budget
  management, group program coordinator, quality improvement, project management, staff recruitment,
  adaptive and sensory equipment review and stock control, OT services promotion, negotiation skills and
  conflict resolution.
- **Ward accreditation:** preparation and presentations of evidence on 7 occasions for 'EQUIP' accreditations (Quality improvement, benchmarking, and best practice).
- Work health safety external audits: preparation and presentation of evidence for 5 'Numerical Profile' accreditations.
- Drug Health in Mental Health research- team member 2005
- Work Health safety representative Missenden Unit from 2001-2003

## SCHOOLS RESILIENCE AND MENTAL HEALTH PROMOTION PROGRAM

(October 2013- 2020)

Our business partnered with Catholic Education Office Wollongong and Sydney and Manly Warringah NRL club to develop a skills based resilience, mental health prevention and promotion program. Role involved:

- **Developing good partnerships and relationships** with CEO Wollongong and Sydney and initially 3 pilot schools. Thereafter developed links and partnerships with schools within state and private sectors.
- Consultation and liaison with independent, catholic and State schools: Consultations regarding appropriate mental health services, liaise with teachers, principals to develop individualise program tailored to each schools existing structures. Different schools infused the program in different structures e.g. taught during PDHPE, home room, learn to learn time, in peer support programs.
- Boomerang Effect program conceptualisation, research, development and writing of the program.
- Schools resilience program workbook and teachers guide writing and other resource development including PowerPoints, tracking sheets, worksheets, posters and videos for YouTube channel.
   Teacher training: Training was delivered in various ways.
- 2 day teacher training program: Developed and delivered a 2 day program training for teachers. Included all preparation of PowerPoints, printing of workbooks and other resources. Event management including organising and planning the day, liaising with the venue re: audio/visual equipment, training resource packages, refreshments, room set up, certificates, follow up emails etc.
- Staff development days: Developed and delivered half or full day staff development days to whole of staff
  exploring one module in detail. Included didactic teaching of concepts via power point, numerous short
  exercises to engage teachers, facilitated discussion and workshop / development of plans to implement the
  concepts across all key learning areas (KLA). Teachers completed quality improvement feedback forms
  following staff development days.







- **Presentations:** Shorter 1-1.5 hour presentations were completed at various state, private schools and various teaching forums such as NSW Catholic Education Directors, Independent Schools teachers meeting (see list for details).
- Conference / Workshop presentations: Listed below
- Research: Formal research through Sydney University on the effects of the program across 3 schools was
  completed via a mix methods study using standardised measures of resilience and optimism as well as focus
  groups conducted with teachers and students to glean any other outcomes not captured by measures.

#### OCCUPATIONAL THERAPY DEPARTMENT, ROZELLE HOSPITAL

(June 1999 – June 2001) Occupational Therapist (Full time)- split hours

- Acute admissions unit, Ward 25- Rozelle Hospital- July 2000- May 2001
- Drug and alcohol rehabilitation unit, Rozelle hospital (28 East)- June 1999- May 2001
- Missenden psychiatric unit, Royal Prince Alfred Hospital, Camperdown- November 1999- May 2000.
   Caseload: Acute mental health and drug / alcohol rehabilitation.

#### OCCUPATIONAL THERAPIST, ROMA PRIVATE HOSPITAL, RANDWICK

(April- October 1999) Sole Therapist, Permanent part time position 2 days/week

Set up and establish a new occupational therapy service and rehabilitation program for elderly clients with a variety of diagnoses. Caseload: Orthopaedic, Cardiac, Cerebral Vascular Accident and general rehabilitation post-surgery.

#### SENSORY ROOMS AND SENSORY INTERVENTIONS CONSULTATION

- Developed a SLHD Sensory Interventions Intranet page June 2017
- Consultation on sensory room design during design phase of new Mental Health Unit at RPA Hospital.
- Consultation regarding retro-fitting Concord Centre for Mental Health with Sensory rooms. Sensory Interventions, Seclusion restraint reduction strategies and trauma Informed care Consultation From 2010- 2018, I provided consultation to Occupational Therapists and other health professionals via email, telephone and/or face to face across NSW, Australia and internationally regarding sensory rooms, sensory interventions, cultural change, sensory equipment, commencing projects, sensory research planning, staff training, trauma informed care, seclusion and restraint reduction weighted blankets and dialectical behaviour therapy interventions.

Consultation to staff from the below hospitals:

- NSW: Lismore Hospital, Concord Centre for mental health, Bankstown Hospital, SLHD; Liverpool Hospital, Campbelltown Hospital SWLHD; NSW Community Forensic Mental Health Service, Justice Health; North Coast Mental Health Rehabilitation Unit, Coffs Harbour; Sutherland Hospital, South East Sydney health service; Prince of Wales, St George Hospital, Cumberland Hospital, Western Sydney Area Health Service; Manly Hospital, NSCCAHS; MH Gunyah Unit, Wyong Hospital; The Pain Clinic, Gosford Hospital.
- VIC: La Trobe Regional Hospital Mental Health Service, Victoria; Aged Persons MH, Eastern Health, VIC;
- SA: Central Adelaide Local Health Network, SA;
- International: Fayetteville, New York, US; Elliot Health System, Manchester, England; Georgia Health
  University in Augusta, GA; Hamilton Health Sciences, Canada; Hergest Unit, Nation Health Service, Wales;
  Psychology Progress Ottawa, Canada; School of Health Sciences, City University, London. New Deli, India.

#### SCHOOLS STAFFTRAINING, PRESENTATIONS AND WORKSHOPS

- 2019-20 Northern Beaches Christian School and Mona Vale Primary School
- 2019 St Therese School, Mascot. 'Are you Ok day', shared Boomerang Program
- 2019 Positivity Boomerang Effect- Northern Beaches Christian School, Mona Vale Public School



- Module 1- Positivity Manly initiative: 1x day teachers training, 2x parent workshops, 2x staff consultations 2019
- Resilience, Anxiety and Stress Workshop: Invited to present a 1.5 hour workshop by Dr Chris Chapparo Senior Lecturer, Occupational Therapy, University of Sydney on Resilience schools program and research.2017
- Module 5-6- Resilience skills and World Skills teacher training Lakemba 6/6/2017
- Module 4- Emotional Management teacher training Lakemba 22/11/2016
- Module 3- Mindfulness training 1 day teacher training: Lakemba 8/6/2016, Moorebank High School 9/8/2016.
- Module 1- Positivity and Module 2- Motivation and Best self: 1 day teacher training 18/11/2014, 29/5/2015, 29/11/2015, 19-20/5/2016, 17-18/11/2016.
- Positive Thinking Day: Dorchester Education and Training Centre, Staff and Student 24/11/2015.
- Boomerang Effect presentation at the NSW Catholic Education Directors Meeting 21/7/2015.
- Module 1 Positivity: Moorebank High School Teachers 17/6/2015.
- Module 3 Mindfulness: 2x 1 ½ hour staff development workshops. Varroville 1/6/2015.
- Module 1 Positivity: St Joseph's College PD/H/PE teachers' presentation 28/8/2014.
- Boomerang Effect Enrichment day: Holy Spirit College Lakemba 5/6/2015.
- Boomerang Effect- Athletes day and 'flash mob': Holy Spirit College Lakemba 2/12/2014.
- Empowering young minds for outstanding achievement: Independent schools' teachers (IPSHA) 3/9/2014
- Module 1 Positivity: Campbell House school 27/7/2014
- Module 1 Positivity Student Leaders Training Holy Spirit College Lakemba 24/7/2014
- Boomerang Effect: Positivity for Parents. Holy Spirit College Lakemba 4/6/2014
- Boomerang Effect: Resilience program for health, wellbeing and success, Module 1 Positivity: 1 ½ hour Staff development workshop for 72 teachers at Mount Carmel Catholic High School, Varroville. 28/4/2014.
- Boomerang Effect: Achievement, resilience and mental health prevention program. 5 hour Teacher Training. Mount Carmel Catholic High School, Varroville. 21/11/2013.

# HEALTH STAFFTRAINING, PRESENTATIONS AND WORKSHOPS

- Sensory Intervention Training SLHD mental health staff 18x 1-1.5 hour sessions during 2016-2017
- Dialectical Behaviour Therapy for Mental Health Staff. 2x ½ day workshops 24/9/2015, 26/11/2015.
- Emotional Regulation 1 & 2. Multi-disciplinary inpatient / community staff, PMBC 23/4/2015, 30/4/2015.
- Happiness and its Causes. Multi-disciplinary Team/ New graduates Missenden Unit 7/11/2013, 11/12/2013.
- Evidence Based Practice (Group facilitator). Occupational Therapists SLHD 10/10/2013.
- Dialectical Behaviour Therapy Consult Group (Leader). Area OTs 3/10//13, 9/5/13, 7/3/13, 7/2/13.
- Burnout and Professional Resilience for OTs. New Graduate OTs 3/10/10, 18/9/13.
- Sensory room training and research review. MDT staff 22/11/12, 1/8/2013, 15/8/2013, 18/9/2013, and 26/9/2013.
- ASSIST: Drug health assessment and brief intervention tool. New Graduate OTs 7/3/2013.
- Dual Diagnosis: Mental health and drug health, a complex cocktail. New Graduate OTs 7/2/13.
- Dialectical Behaviour Therapy for OTs Part 1 and 2: 2x ½ day training sessions SLHD 29/11/12, 30/8/12.
- Exercise group facilitation and guidelines. Nursing staff & OTs 1/11/12, 25/10/12.
- Sensory room background, set up resources, implementation and research update. Presentation and Consultation sessions. Gna ka Lun adolescent unit 25/9/12; Campbelltown Adult MH units 13/9/12.
- Group work basics part 1 (1 hour) Nursing staff & OTs 9/8/12, 19/7/12 Part 2 /7/12, 5/7/12, 5/4/12.
- Occupational Therapy Education Quality Improvement project updates- 1. Sensory room research project
   2. QI nurses group work implementation project. OTs SLHD & SWLHD 8/6/12.
- Occupational therapist interventions and resources. New Graduate OTs 29/2/12, 20/4/2011.
- Mental health issues and services: the occupational therapy role. RPAH OT Department, 10/3/2010.
- Mindfulness for Occupational Therapists. New Graduate OTs 26/8/09.
- Occupational therapy interventions in mental health SLHD Mental Health New Grads, 20th April 2011.



- Implementing Sensory Room on an acute mental health unit OT Education, Concord 15/6/2011.
- Occupational therapy in mental health. Missenden unit RPAH, 24th March 2010.
- Mental health issues and services and the occupational therapy role. RPAH OT department, 10/3/2010.
- Mindfulness for OTs. New Grads group 26/8/09.
- Dialectical Behaviour Therapy for Occupational Therapists. SSWAHS MH OTs 20/8/09.
- Comfort (Sensory) Room Training. Missenden MDT Staff- 5x presentations in throughout August 2009.
- ASSIST: Drug / Alcohol screening tool and brief intervention. Area MH OTs 2006 and 2008, MDT 2006 and 2007.
- Decreasing restraint and seclusion using sensory integration. Missenden Staff 2008 and 2009
- New graduate group feedback on survey results 2008.
- Happiness and it's causes Overview presentation to Missenden staff- 2007.
- **Group Skills Basics.** Nursing and allied health staff at Missenden- 2007 (2 presentations).
- Missenden drug and alcohol research project. CSAHS MH Winter Symposium, Rozelle Hospital 2005.
- Missenden drug and alcohol research project. Missenden Staff 2005.
- Dual Diagnosis: A complex cocktail. Missenden Staff 2003, CSAHS Mental Health OTs 2004, Senior Occupational Therapists 2003, Occupational Therapist New Grads Group 2008 and 2009.
- Acute MH OT: Best practice in assessment and intervention. MDT, RPA 2002.
- "Original Kickfit"- Designed and facilitated train the trainer workshops for Fitness First throughout 2000.

#### **COMPUTER SKILLS**

#### Proficient in:

- Microsoft office programs- Word, Outlook, PowerPoint, Publisher, Internet explorer, Excel including spreadsheets and statistical analysis functions.
- Health related programs: Electronic medical record eMR, Healthshare, Chemalert, KRONOS, telemedicine video conferencing/ Zoom and SLHD intranet page design and content development.
- Online tools: Zoom, ScheduleOnce/Oncehub, website platforms (wix, shopify), Infusionsoft, Hootesuite. Gym Master, Canva, Click funnels.

#### **Experience in:**

- Research related programs experience in Survey monkey, Redcap, statistical software NVIVO, Endnote (referencing) and search engines via CIAP.
- Business related computer skills: Power director (video editing), developing webinars, website development and design, website content writing and website maintenance, Basic Graphic design (workbook editing experience),

#### CONTACT DETAILS

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