

# Christabel Seneque

christabelseneque.com

## Career Summary

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Versatile communicator with over 14 years in the non-profit sector and current experience copyediting for engineers. Adept at communicating technical information simply and clearly. Skilled with words, systems and people.

## Key Skills

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- **Content creation:** Understanding of different writing genres and contexts, gained through my academic and employment history. Demonstrated experience researching and writing social media posts, web copy, feature articles, reports, media statements, recommendation papers, presentations, information sheets and blog posts for a variety of audiences.
- **Time management:** Proven ability to manage tight and conflicting deadlines, as demonstrated in my current role meeting several proposal deadlines per week. As a part-time student since late 2019, I have successfully met all assessment deadlines without requiring any extensions.
- **Digital:** Throughout my degree I have created simple websites using Wix and Wordpress, sourced and incorporated royalty-free images using Unsplash and Canva, written web copy and blog posts, created social media posts for Instagram and Facebook using Canva, created a social media content calendar and scheduled social media posts using Hootsuite.

## Employment History

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**Bid Coordinator, Pritchard Francis** (Engineering consultancy firm) Jan 2023 – Present

- Prepared high quality business-to-business and business-to-government funding proposals resulting in successful submissions worth over \$1.2M in new business for the firm.
- Drafted, collated, copyedited and formatted bids, proposals and tender responses using Adobe InDesign, Microsoft Word and Adobe Reader to ensure house style and branding guidelines were applied consistently.
- Liaised with technical staff to coordinate responses and ensure all funding opportunity deadlines were met.

**NRAS Compliance Specialist, Housing Choices Australia** Jun 2022 – Jan 2023

- Interpreted and explained legislative requirements to staff, landlords, property managers, renters and members of the public to help them make informed decisions about National Rental Affordability Scheme (NRAS) properties.
- Corresponded with internal and external customers to gather compliance documentation for over 300 properties which resulted in full NRAS funding being received for the year.

## Team Leader Rents & NRAS, Foundation Housing

Apr 2015 – May 2022

- Managed a team of three within the wider finance team.
- Interpreted and integrated community housing policy, procedures and relevant legislation into team practices to ensure the organisation remained compliant with changing government requirements.
- Investigated and responded in writing to rent-related appeals and complaints.
- Created accurate and detailed procedures using Microsoft Word and updated them regularly in consultation with team members.
- Wrote a successful grant application that generated \$300K in government funding.
- Researched and wrote three internal recommendation papers that were endorsed and implemented by the executive team.
- Updated slides for peak industry body CHIA WA in preparation for their community housing rent-setting training held in May 2019.

## Rent Assessor, Foundation Housing

Sep 2013 – Mar 2015

- Calculated rent amounts for community housing tenants based on assessments of their income and communicated this to tenants in writing.
- Delivered high quality customer service to staff, clients, and members of the general public with queries relating to rent-setting.

## Education

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### Bachelor of Arts – Professional Writing and Publishing

2019 – Present

Curtin University

84% course weighted average

Member of the Vice-Chancellor's List – Semester 2, 2022

## Memberships

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- WA Poets Inc.
- Writing WA
- Society of Children's Book Writers and Illustrators

## Publications

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- **In press (out 2024):** 'Bioluminescence', *Right Way Down and other poems*, chosen by Rebecca Newman and Sally Murphy, illustrated by Briony Stewart (Alphabet Soup Books and Fremantle Press)
- **2023:** 'Short and sharp', *Creatrix*, #62 (WA Poets Inc.)
- **2022:** 'Lost on the road', *Soul Tread*, Edition 7
- **2021:** 'What we lean towards', *Soul Tread*, Edition 2