

Name:

Address:

Professional Summary (optional)

Passionate professional with a demonstrated history working in various industries including government, higher education and independent schools in a corporate affairs capacity. Skilled in relationship building, cross-industry stakeholder engagement and strategic corporate communications. Tertiary qualified with a Bachelor of Business / Professional Communication majoring in Marketing from CQUniversity.

PERSONAL ATTRIBUTES (transfer from your Strengths profile)

- Reliable
- Enthusiastic
- Critical thinker
- Team player
- Willing to 'have a go'

PROFESSIONAL QUALIFICATIONS & EDUCATION (you might drop PROFESSIONAL or not use this heading at all)

Bachelor of Professional Communication / Bachelor of Business (Marketing)
CQUniversity – graduated 2019

CERTIFICATES & LICENCES (optional if not directly relevant)

- Open Drivers Licence
- Construction White Card
- Responsible Service of Alcohol

EMPLOYMENT PROFILE (or WORK HISTORY)

January 2020 – present

Position: Head of Marketing and Communications

Employer: Top Notch Independent School

Key responsibilities (take key points from the Job Description)

- Upheld Top Notch Independent School and its brand position as the leading co-education K-12 school in the Sorrell Region
- Developed and implemented a creative and effective marketing plan to ensure continued rollout of new school branding elements and regular promotion of the School's key messages.
- Maintained and built positive and proactive working relationship with local media and other stakeholders

May 2018 – January 2020

Position: Career Information Officer

Employer: Excel University

Key responsibilities (take key points from the Job Description)

- Provide careers assistance to prospective, current and graduate students by providing information on a range of queries relating to study options, financial assistance, application methods and transitioning to study.
- Actively promoting the careers service to all key stakeholders, including current and prospective students, academic and professional staff and employers, at a variety of internal and external events with an emphasis on increasing access and participation of underrepresented groups and improving student and graduate employability.
- Establishing relationships with colleagues, clients, local employers and professional bodies.

July 2017 – April 2018

Position: Student Connect Assistant

Employer: Excel University

Key responsibilities (take key points from the Job Description)

- Facilitating the delivery of the Excel Uni Connect Program to prioritised schools.
- Positively promoting tertiary education to all stakeholders at events, on and off campus and telling the story of student experiences.
- Assisting with administration tasks, e.g. office duties, pack up and down for events, preparation of resources.

AWARDS & ACHIEVEMENTS

- CQUniversity Vice-Chancellor's Award for Leadership 2019 & 2019
- CQUniversity Cares Stage and Audio Scholarship 2018
- Winchester Foundation Scholarship 2018

COMMUNITY AND VOLUNTEERING

- Communications for Sorrel Mental Health Network
- Safetalk Ambassador Grapevine Group
- AIME Mentor Excel University
- Fundraiser for Relay for Life 2015 - 2019

REFEREES (Two is usually sufficient)

Referee details will be provided on request.

REFEREES (Two is usually sufficient)

If you do include your Referees, suggest a work supervisor or someone who coordinates volunteering – needs to suit the context.

Jerri Jones
Registrar
Top Notch Independent School
M: 0000 000 000 E: Boss@bossconstructions.com.au

Genevieve Fabulous
Team Leader
Excel University Careers
M: 0000 000 000 E: gfabulous@excel.edu.au

TIP

Ensure you have spoken to your referees regarding positions you apply for and send them the position description or job advertisement as a courtesy, to assist them frame their referee comments about you.