

R
E
S
U
M
É

R e s u m é

Sample only

(Names, companies and contact details are fictitious)

Mary Citizen

111 Smith Street
Bondi NSW 2044

Ph: (02) 9999 3344

Mob: 0412 993344

Email: marycitizen@yahoo.com.au

Personal Information	<i>Mary Citizen</i>
	<p><i>Address:</i> 111 Smith Street, Bondi NSW 2044 <i>Telephone:</i> (02) 9999 3344 <i>Mobile:</i> 0412 993344 <i>Email:</i> marycitizen@yahoo.com.au</p>
Career Objective	<i>Position as Marketing Coordinator/Assistant</i>
Key strengths	<ul style="list-style-type: none"> • Degree in Commerce and Marketing • 4 years experience in marketing and a proven track record of significant achievement • Creative and resourceful in generating new ideas – able to start up a program from scratch • Proven results in brand championing and strategising • A ‘communicating planner’ as described by a DISCUS (computer) analysis – steady, amiable, patient and persistent • Confident in going beyond my defined role – self-motivated and always give 100%+ • Excellent interpersonal skills and able to communicate with people at all levels • Highly experienced in working with senior executives and company directors
Employment History	
2004	<p>VARIOUS SHORT CONTRACTS</p> <p>SALES COORDINATOR – Hay Productions</p> <ul style="list-style-type: none"> • Producing reports for clients on the effectiveness of the advertising mix and use of AC Nielson in researching their target market for proposal generation. <p>PA TO MANAGING DIRECTOR - Universal Plates</p> <ul style="list-style-type: none"> • Supporting the Managing Director and assisting the Client Service Managers and Director. Often praised for my ability to organise, remember names and attention to detail. <p>PA TO STRATEGY TEAM/INVESTOR RELATIONS – Green Airways</p> <ul style="list-style-type: none"> • Oversaw and managed the team’s smooth transition into their new premises, organized induction programs for senior executives and coordinated fire safety training.
2003 - 2004	<p>MARKETING COORDINATOR / PERSONAL ASSISTANT Building New Zealand Pty. Ltd., Sydney</p>

2000 - 2003

Core Responsibilities

- Assisted in steering all of the company's marketing projects to completion
- Acted as brand champion by coordinating brand workshops, reviewing internal communication mechanisms, assisting with brochure and web page design
- Personal assistant to four new senior managers after the company merged

Achievements

- Significant role in the successful creation of the company's image, both internally and externally
- Guided the design of company brochures and websites
- Observed staff reactions during merger and developed effective communication strategies to assist with their transition
- Researched and designed 'Hello' gift packs to welcome 1,800 new employees into the newly merged company
- Supervised the creation of corporate documentation templates
- Organised and consolidated corporate documentation for 32 of Building New Zealand's wholly owned, joint venture and subsidiary companies into a filing system spanning three book cases
- Volunteered as Health & Safety Coordinator and Fire Warden

PERSONAL ASSISTANT

Australian Boat Holdings Pty Ltd

Responsibilities

- Reported to four senior managers including the Managing Director, GM Marketing, GM Operations and Company Secretary/Chief Financial Officer
- Monthly report preparation
- Calendar management and travel bookings
- Preparation of board and committee papers
- Administrative support
- Accounts payable and general ledger allocation

Achievements

- Edited the internal newsletter and sourced content
- Successfully managed the content and production of the company brochure
- Active in the maintenance of the company website
- Prepared clear and concise budgets and forecasts for company expenditure, as well as assisting with power point presentations
- Single-handedly organised the NSW pre-merger staff Christmas function
- Publicly recognised during a corporate presentation

1998 - 1999

HFC PROVISIONING OFFICER

Digital Telecommunications

Responsibilities

- Activated and provisioned phone services - nationally
- Ensured timely delivery of services to customers
- Liaised with field technicians, network engineers
- Coordinated and trained new and existing staff.

Achievements

- Successfully met tight deadlines on a daily basis
- Worked efficiently and diligently to average 50 connections, 100s of modifications and 10 cancellations per day
- Personally activated the 1000th and 2000th Digital Telecommunications customer, two significant milestones in Digital's telephony history

Education & Training

Dec 2002

PROJECT MANAGEMENT

Institute of Administration, UNSW

Nov 2002

TIME MANAGEMENT

Australian Institute of Management

Oct 2001

ESSENTIAL SKILLS FOR SECRETARIES AND PAS

Spherion Education

Aug 2000

ACCIDENTAL COMPANY SECRETARY

Chartered Secretaries Australia

1994-1997

BACHELOR OF COMMERCE AND MARKETING

Macquarie University, Sydney

Computer Skills

Experienced user of: MS Suite of products (MS Word, Excel, Power Point, MS Project), Corel Draw, Net Objects, SAP knowledge

Interests

Jogging with my Siberian husky, sea kayaking and tennis

Referees

John Smith
Marketing Manager
Building New Zealand Pty Ltd
Ph. (03) 9909 9999
E mail: jsmith@ozemail.com.au

Jeff Donovan
Business Manager
Australian Boat Holdings
Ph. (02) 9910 6666
E mail: jeffdonovan@ABH.com