**JOE BLOGS**

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**PERSONAL PROFILE**

I am a hardworking and committed individual who strives to deliver excellence at all times. I am highly proactive and love to be challenged. I am seeking a position in marketing communications with a reputable company that values their staff and offers solid, exciting career opportunities. I am keen to utilise and demonstrate my organisational, creative, communications and interpersonal skills and my ability to add value to a company willing to offer me the opportunity.

**PROFESSIONAL SKILLS & LANGUAGES**

* Google AdWords Certification
* Microsoft Excel and PowerPoint course with Dynamic Web Training 2010 – Advanced Level
* St. Johns First Aid Course 2010
* Languages: English and French – fluent, verbal and written

**WORK EXPERIENCE/EMPLOYMENT HISTORY**

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| Feb 2011 – Present | **Elite Events** | Sydney |
|  | Events Internship |  |
|  | * Assist the Event Manager with arranging events. |  |
|  | * Sourcing and researching of venues and suppliers. |  |
|  | * Communication with clients and internal departments. |  |
|  | * General administration work. |  |
| April 2009 – Present | **Amazon Consulting** | Sydney |
|  | Receptionist |  |
|  | * Meeting and greeting clients. |  |
|  | * Maintaining company database. |  |
|  | * Assist in the coordination of company events. |  |
| November 2007 – April 2009 | **Hungry Jacks**  Customer Service Staff | Sydney |
|  | * Front counter customer service. |  |
|  | * Cashier duties. |  |
|  | * Assist in the kitchen when required. * General cleaning. |  |

**EDUCATION**

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| 2011 – Present | **S P Jain School of Global Management**  Bachelor of Business Administration  Major in Marketing  **Project –** “Analysing the Potential of the Tourism Industry in Dubai” | Singapore, Dubai and Sydney |
| 2005 – 2010 | **Sydney Church of England Grammar School**  Higher School Certificate | Sydney |

**KEY ACHIEVEMENTS**

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| * Student Council Representative, Sydney Church of England Grammar School |
| * Member of Debating Team, Sydney Church of England Grammar School |
| * Captain of School Football Team, Sydney Church of England Grammar School * Exchange Student – UCLA, USA |

**INTERESTS**

* Sports and keeping fit
* Music
* Web Design

**REFEREES**

Available on request