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

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| 2011 – Present  | **S P Jain School of Global Management**Bachelor of Business AdministrationMajor 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
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| * Member of Debating Team, Sydney Church of England Grammar School
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| * Captain of School Football Team, Sydney Church of England Grammar School
* Exchange Student – UCLA, USA
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**INTERESTS**

* Sports and keeping fit
* Music
* Web Design

**REFEREES**

Available on request