

Georgia Liefman

Email: gkb.liefman@gmail.com

Key Skills

- Leadership and communication;
 - Presenting and public speaking;
 - Critical analysis and creative thinking;
 - Project management;
 - Teamwork and professional networking;
 - Proofreading and editing; and
 - Research, writing and communication.
 - **Software:** Microsoft Word, PowerPoint, Excel
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Education

- Senior Secondary Certificate of Education (2005-2017)
 - Haileybury Girls College, Keysborough, Victoria
 - Bachelor of Global Studies (2018 - current)
 - Monash University, Melbourne, Victoria
 - **Specialisation:** International Relations
 - **Minor:** European Studies
 - **Scholarships:** 2019 New Colombo Plan Scholarship; and
 - 2019 Global Scholars Program Scholarship.
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Work Experience

- Medical Receptionist (2017 - Current)
 - Bayside Skin Cancer and Medical Clinic, Melbourne, Victoria
 - **Key Responsibilities:** Greeting patients in person and on the telephone;
 - All billing private, Medicare and health insurance funds;
 - Taking messages, records and phone calls for Doctors
 - Creation and maintenance of patient records;
 - Reconciliation of monies taken daily;
 - Cleaning and sterilising instruments for procedures to accreditation standards; and
 - Strictly maintaining confidentiality on all aspects of the medical practice and patient information.
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Volunteer Experience

- Volunteer in South Africa (December 2018)
 - VESA
 - **Key Responsibilities:** Building houses, classroom and bathrooms within Khula Village;
 - Participating in wildlife conservation programs with African wildcats and endangered Nile crocodile; and
 - Participating in education programs at local primary and pre-schools.
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Extra-Curricular Activities

- Global Immersion Guarantee Program in India (February 2019)
- Tata Institute of Social Sciences, Mumbai, India

- Study Abroad Program in the Netherlands (August 2019 - February 2020)
- Maastricht University, Maastricht, Netherlands
- Minor in European Studies

- Study Abroad Program in Malaysia (March 2020)
- Monash University Malaysia, Bandar Sunway, Malaysia

Interests and Hobbies

In my free time I enjoy watching the news and documentaries to keep myself informed about current affairs and latest developments in international relations. I also enjoy travelling, playing sports and socialising with friends and family.
