

Curriculum Vitae

Personal Credentials:

Mr. Shae Courtney

22 Somerset Street
Richmond
Victoria
3121
AUSTRALIA

shaepcourtney@btinternet.com
+61 (0)420 736 136
Twitter: LetterFromAus
LinkedIn: Shae Courtney
Skype: Shae.Courtney91

Personal Statement:

I am an incredibly confident, flexible and hardworking individual who seeks opportunities to thrive and deliver superb standards of excellence in every aspect of my work. I have a history of success in all of my previous employment positions and I would relish the opportunity to discuss these possibilities over the telephone or in person. I have a very robust academic record, having been awarded twelve GCSEs, seven AS levels and five A levels concurrently with other minor qualifications and extra-curricular activities which I have maintained into adulthood as areas of special interest. My attainment to date places me in the top ten per cent of British students. I also speak French and Spanish at a conversational level. I am Windows and Mac OS X literate. I work extremely well in a team environment, but am equally capable of working independently. My internship, with *Anne Wild & Associates*, of five weeks in duration culminated in the Managing Director offering me a full-time position should I wish to accept the offer. I have completed other internships with the Australian Associated Press (AAP) and the British Broadcasting Corporation (BBC).

Media and Communications Skills:

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Photoshop
- Teeline shorthand: basic
- Microsoft Outlook
- Adobe InDesign (intermediate)
- Keyboarding at 71 wpm
- Audio transcription

Employment History:

2011-present **Function Support Services**

Self-employed, trading as Foreign and Commonwealth Support Services in conjunction with Styling Australia Pty. Ltd., Melbourne

Key responsibilities:

- Delivering excellent customer service at events and private functions.
- Always being immaculately dressed and well spoken.
- Working extended hours at the client's request.
- Greeting valued customers with superb manners and etiquette.
- Adhering to company policy for individual events. Clients have included Lexus, Tiffany & Co., Cadbury, Bvlgari, Kraft, Hyatt Hotels, Cartier, the Melbourne Food and Wine Festival, Mumm Champagne and Mimco.
- Meticulous management of end of financial year record keeping (including the calculation of tax-deductible expenses), as a sole trader.

2011 **Census Enumerator**

Office for National Statistics, Westminster

Key responsibilities:

- Collecting census questionnaires from residential properties.
- Immediate promotion to a neighbouring district.
- Liaising with members of the public.
- Persuading members of the public to return their census.
- Issuing new questionnaire forms and other types of forms.

- Accurate data entry and collection.
- Completing dummy forms on the behalf of absent households or vacant premises.

2002-2010 Distribution Channel Intermediary

Hornwalk Freight Brokers Ltd., Hereford

Key responsibilities:

- Providing specialist logistics solutions to arrange domestic shipping on behalf of manufacturing companies and suppliers.
- Reproduction of financial information using Microsoft Excel.
- Record keeping conforming to the European Union Working Time Directives for Heavy Goods Vehicle operators.
- Appointment management.
- Holding meetings with the supply-chain in lieu of the Managing Director.
- Answering freight telephone enquiries professionally and politely.

2010 Sales Associate

Evangeline's Emporium Ltd., Hereford.

Key responsibilities:

- Greeting customers politely.
- Operating till IT software.
- Handling money.
- Rota management.
- Answering telephone enquiries professionally and politely.
- Working as part of a team of sales assistants and middle management individuals.
- Meeting and exceeding regular sales targets.
- Consistently top grossing sales assistant.
- Working on a part-commission basis.

2005-2009 Office Clerk

Thames Valley Forge and Fabrications, Hayes

Key responsibilities:

- Answering telephone enquiries professionally and politely.
- Liasing with the supply chain and customers.
- Office consumables and energy budget management.

Vocational Placements:

2008 Temporary Media Correspondent

Hereford Journal, Hereford, U.K.

2008 Temporary Media Correspondent

The Surrey Herald, Trinity Mirror, Chertsey, U.K.

2008 Temporary Office Staff

British Broadcasting Corporation, Television Centre, White City, London, U.K.

2008 Temporary Media Correspondent

British Red Cross, Moorgate, London, U.K.

2012 Public Relations Intern

Anne Wild & Associates, Sydney, N.S.W., Australia.

2012 Journalist Intern

Australian Associated Press, Melbourne, Victoria, Australia.

2012-present Human Rights Contributor

Right Now, Melbourne, Victoria, Australia.

Education:

2003-2008: Haberdashers' Monmouth School for Boys (GCSEs)

2008-2010: Hereford Sixth Form College (AS/A levels, iGCSE)

2010-2011: Queen Mary, University of London (Bachelor of Arts, English Literature)

2011-2013: The University of Melbourne (Bachelor of Arts, English and Theatre Studies)
2012-2013: The New Zealand Centre for Human Rights Law, Policy and Practice, the University of Auckland (Research Associate)
2012-2013: Harvard University (edX course, Quantitative Research Methods in Clinical and Public Health Research)

Academic Credentials:

Working with Children Check
Basic First Aid, St. John's Ambulance
RSA, Victorian

Extended Project Qualification - Human Geography: Crime and Deprivation, London: A*
Level 2 Qualification in Business and Enterprise: Distinction
London Academy of Music and Dramatic Art, Solo Acting Qualification: Pass+

International GCSE: 1 at grade A*
GCSEs: 2 at grade A*, 7 at grade A, 2 at grade B

AS levels: 5 at grade A, 2 at grade B
A2 levels: 3 at grade A, 2 at grade B

Bachelor of Arts in English and Theatre Studies: ongoing, averaging an upper second-class degree standard

Areas of Special Interest:

- Human rights law, policy & practice
- Political debate
- Media ownership & control
- French existentialist literature
- Exercise & sports nutrition
- Literary discussion
- Food & wine tasting
- Independent film

Referees:

Anne Wild
Managing Director
Anne Wild & Associates
Telephone: 02 9440 0414

Lenore Smith
Venue and Events Manager
Coburg Tigers
Telephone: 0422442073

Evangeline Ankritt-Fox
Managing Director
Evangeline's Emporium
Telephone: +441432 357477

Lee Aris
Managing Director
Thames Valley Forge and Fabrications
Telephone: +44208 6060650

Capita Recruitment
Reference: Census Collector for and on behalf of The Office for National Statistics
Telephone: +441633653599



27 June 2012

To whom it may concern

Re: Mr Shae Courtney

This letter is to confirm that Mr Shae Courtney undertook an internship at Anne Wild & Associates Pty Ltd (AWA) for a period of five weeks from May 28th until June 27th 2012. AWA is a boutique public relations and marketing communications agency servicing clients across two core business streams – Travel & Lifestyle and Business & Innovation.

Shae undertook the internship at AWA with the primary objective of developing his writing skills. From media releases and fact sheets through to blog posts and tweets, Shae crafted writing materials for clients spanning science and technology, luxury travel and consumer goods through to prestige property and health and wellness.

During his time with the company, Shae quickly learned to adapt his writing style to suit different audiences and formats, and tracked through a range of projects from the initial research and content development through to client approval and then pitch to the media.

Shae has an impressive vocabulary and mature writing style, and his commitment to research and in-depth knowledge of news and current affairs enabled him to produce a quality portfolio of content for clients across our business.

It is also pleasing to note that in addition to undertaking writing projects, Shae was more than happy to immerse himself into our company culture and assist with general office duties such as answering telephones, responding to media enquires, participating in brainstorming sessions, and providing support for colleagues working both on-site and remotely.

Shae is an enthusiastic and positive individual who takes direction well and works very well within a team environment. He has a very strong work ethic and we are most disappointed he is unable to accept a full time position with our company at this time (a role that was offered to him three weeks into his internship).

We wish him the greatest success in his future endeavours and I would be more than happy to expand on the above by either phone or email if required.

Yours sincerely,

Anne Wild
Managing Director
Tel: +61 2 9440 0414 Email: awild@awassociates.com.au



Queen Mary
University of London

Queen Mary, University of London
Mile End Road, London E1 4NS
Tel: +44 (0)20 7882 8524
+44 (0)20 7882 8574
Fax: +44 (0)20 7882 7035

School of English and Drama
Department of Drama

Reference for SHAE COURTNEY

Shae is a bright, energetic and engaging student currently studying English and Linguistics at the School of English and Drama at Queen Mary University of London. The department is one of the finest in the UK, and rates highly in national research assessments. Shae is in the first of three years of his BA Joint Honours degree, and is about to complete his first semester's work. He currently attends my English seminar.

The first year BA English Joint Honours undergraduate degree at Queen Mary entails two compulsory foundational courses: 'Literatures in Time: Texts and Contexts from the 8th - 16th Century' which presents a survey of English literature, from Beowulf to courtly Tudor poetry; and 'Reading, Theory and Interpretation' which aims to provide an introduction to literary theory, its competing schools, and its philosophical underpinnings and engages with thinkers like Marx, de Beauvoir and Woolf.

The courses are lecture led and then followed by small group seminars, for which the students are required to be prepared and self-motivated. Courses are assessed by means of a variety of written and presentational assignments. To date, Shae has received feedback for his submitted assignments which indicate a mid level A grade or 1st class mark. His seminar leaders have noted his early potential. He is a highly interested student and a careful close-reader who writes precisely and fluently, making sensitive observations. Shae submits work to time and is attentive and sensitive to others in a seminar environment. He has an excellent attendance record, and brings a diligent and mature attitude to his work. He makes thoughtful contributions to seminars and willingly volunteers to steer discussion. He is an important member of his seminar groups and is well liked by staff and his peers alike.

As expressed in his personal statement, Shae is a confident young man with keen interests in current affairs and debating. He has intellectual curiosity and I am confident he would make an important contribution to the intellectual and social life of your institution. I can confirm that his application is supported by the department at Queen Mary and that he has agreed a suitable course of study with the Study Abroad Liaison officer at Queen Mary.

November 2010
Dr. Shahidha Bari
Lecturer, Queen Mary, University of London

Patron: Her Majesty The Queen

Incorporated by Royal Charter as
Queen Mary & Westfield College,
University of London



21st March 2012

FAO: Kate Mills (Editor), *Business Review Weekly*

Dear Ms Mills,

Re: Mr. Shae Patrick Courtney

I am delighted to be able to write this letter of recommendation on behalf of Shae Courtney, who has applied for an internship at *Business Review Weekly*. This internship is an important factor in Shae's professional development and will directly impact on his progress in university assessments and in terms of his future employment prospects. I understand from Shae that it is crucial for him to undertake this internship and that it is also important for the purposes of his degree.

Shae took my course, 'Reverberations of Terror' at the University of Melbourne last semester and I have known him for approximately eight months. He adjusted well to living and working in a new culture and was an asset to his tutorial group. Interesting and engaging, Shae was always extremely well prepared for tutorials and was an excellent participant in class discussions. He is very well organized and his essays were meticulously planned and demonstrated careful research. Refreshingly honest, yet sensitive in his interactions with his peers, Shae's responses to texts were witty and insightful. He clearly has a strong work ethic and will be a valuable and diligent intern.

Shae Courtney has my very warm recommendation. Please contact me via email should you have any questions about this excellent candidate.

Yours sincerely |

Dr. Grace Moore, email: gmoo@unimelb.edu.au

01544 340210
mob: 07817995101

Evangeline's Emporium
AFFORDABLE EXTRAVAGANCE
EVANGELINE ANKRITT-FOX
PROPRIETOR

14, KEELE ROAD
BEGBROOK
BD12AA
Evangeline.patten@btinternet.com



Crackadonia,
Lyonshall,
Kington,
Herefordshire,
HR5 3LN

Email; crackadoniafox@btinternet.com

Tel; 01544 340210

To whom it may concern:

I write with reference to Shae Courtney, who was employed by myself at my business – Evangeline's Emporium Ltd (which has now ceased trading due to ill health), between May 2010 & October 2010.

Shae I found to be not only an extremely efficient sales person, having won 'Sales person of the week' on many occasions, but also reliable, hard working and have excellent customer service skills, something quite rare in someone of his age. He would go out of his way to help the customers, even offering to carry purchases to their car! He was always impeccably dressed, is a good team worker & thrives off any challenge set upon him.

I would have no hesitation in not only giving him an excellent reference, but to re-employ him should I ever be in a position to do so. Please feel free to contact me.

Regards,

Evangeline Ankrutt-Fox



Office for National Statistics
Census Road
Hansard House
Hansard House

www.census.gov.uk
www.ons.gov.uk
Office for
National Statistics

16th May 2011

Mr. Shae Patrick Courtney

To whom it may concern,

This letter serves as confirmation of Shae Patrick Courtney's employment as Census Collector from 6th April 2011 to 6th May 2011.

Shae was originally employed to work in the areas of Covent Garden, Embankment, Leicester Square, Strand and St. James's, however Shae's personality and enthusiasm meant he was immediately asked to transfer to a neighbouring region to help with very difficult returns.

Westminster is comprised of hard to capture groups 4 and 5. The City of London, where Shae also worked, is also comprised of HTC 4 and 5. These are the hardest population groups to enumerate.

Shae's willingness to help a neighbouring borough had an impressive effect on the overall census return statistics, and involved long evenings and weekends door-knocking on a diverse and sometimes unwelcoming population group. Shae's charm and persistence ensured we received a response where we might otherwise have not, whether that be from a poorly maintained social housing development or an exclusive gated community.

Shae will certainly go on to greater things in life, however any organisation lucky enough to have him join it, for whatever time, will undoubtedly benefit from his diligent persistence and pleasant personality, as the Census 2011 has done.

I am the local Census Coordinator and on contract. Therefore, if anything further is needed from the 2011 Census regarding Shae's contribution, please do contact Capita recruitment directly for further information.

Yours faithfully,

Deborah O'Brien
Census Coordinator
Leicester Square, Covent Garden, Strand, Embankment and St. James's Park.