

Sarah Jones

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PROFILE

- Bachelor of Engineering (Civil) – final year at UNSW with a Distinction average
- Completed a 3-month industrial training program with BHP Billiton at multiple mining locations
- Conducted mining design using Auto-CAD at BHP and analyses using Mat-Lab in academic projects at UNSW
- Coordinated to deliver 5 events: organising, promoting, advising, and raising \$5K for CEVSOC and ARC
- Effective communication skills applied in sales and customer service roles at Eng-Supplies and Woolworths

EDUCATION

Bachelor of Engineering (Civil)

2014 - Expected Nov 2017

UNSW Sydney

- Achieved a High Distinction average for Civil subjects

Higher School Certificate

Randwick High School

2013

- ATAR: 96.10

RELEVANT EXPERIENCE

Engineer Intern, Summer Undergraduate Program

Dec 2016 - Jan 2017

BHP Billiton

- Liaised with internal and external stakeholder to effectively cost an ongoing project of up to \$40K
- Re-organised scheduling and increased staffing of contractors; preventing a 2-month delay and \$50K loss
- Designed drilling equipment prototypes, analysed operational effectiveness, and produced summary reports
- Managed on-site safety with the OHS Officer, conducting safety briefings, and contained 3 incidents
- Exposed to the complete cycle from drilling, loading minerals, and transport off-site at Cadia-Ridgeway & CMT
- Developed positive relationships with colleagues on-site, gained insight into operations and company culture

Site Officer Team Leader

Nov 2013 - Jun 2014

ABC Construction, Sydney CBD

- Liaised with a diverse range of internal and external stakeholders to ensure project met strict deadline
- Managed a team of 5 labourers to deliver projects on-time and within budget
- Trained 2 junior staff in WHS procedures and safe material handling
- Promoted to Site Leader within a 2-month period as a result of high performance

ADDITIONAL INVOLVEMENT

Customer Service Representative

Jun 2014 - Present

Woolworths

- Reorganise inventory storage upon delivery, with 15 colleagues, and accurately record into stock-system
- Positively interact with customers at point-of-sale and in operations – assisting with queries and returns
- Adapt to needs, moving between customer service, inventory, and operations based on current priorities

Sales Representative

Jun 2014 - Nov 2014

Eng-Supplies, Sydney

- Promoted computational fluid dynamic tools to potential clients
- Provided after-sales support and assistance improving understanding and usability of key features
- Utilised telephone sales pitching skills including value selling to maintain a strong sales record

EXTRACURRICULAR ACTIVITIES

Fundraising Team Leader

Jun 2015 - Present

Civil & Environmental Engineering Student Society (CEVSOC), UNSW

- Organised and promoted 4 events with 200 guests and \$5K raised for professional development programs
- Collaborated with six-team members; booking venues; organising catering and guest speakers

Advisory and Engagement Volunteer (ARC, Yellow Shirts), UNSW

Mar 2015 - Dec 2015

University of New South Wales

- Provided relevant information to new students regarding experiences, events, locations, and services
- Led tours around campus facilitating student transition through network building, support, and knowledge

PROFESSIONAL MEMBERSHIPS

Engineers Australia (Student Member)

Jun 2014 - Present

- Remain up-to-date with industry developments through monthly newsletters and attending professional development seminars.

TECHNICAL SKILLS

- Mat-Lab – received distinction for a statistics course and utilised at BHP
- AutoCAD – received High Distinction for 3 bridge designs completed in Semester 2, 2015
- Microsoft Office (Word, Excel, PowerPoint and Outlook) – completed online training for office use

REFEREES

James Smith
Site Manager
BHP Billiton

Shelley Lu
Shift Supervisor
Woolworths

Contact details available upon request.

To be considered for this role you will require the following:

- Completed a Civil Engineering Degree at university
- Ability to provide evidence of achieving excellent academic results
- Previous work experience
- Strong analytical and design skills
- Able to work effectively within a team environment
- Strong written and verbal communication skills
- Strong time management

Resume writing tips

- Use appropriate contact details
- Structure sections to best highlight your relevance for the position (first page information is the most important)
- List the position title first, then the organisation second
- Right justify/align dates
- Content in reverse-chronological order
- Consistent formatting
- Ensure titles are descriptive e.g. 'Accounting intern' rather than 'intern'
- Insert high grades and achievements if it adds value
- Use achievement statements for experience: Action verb + Task + Outcome/Purpose (quantifiable if it adds value)
- Remove old experiences from resume
- You can include interests if space allows and if: relevant, shows commitment, has an achievement
- Be cautious in listing controversial information if not relevant (e.g. political or religious affiliation)