

RESUME**CARLY S JACKSON****HSC GRADUATE SEEKING CASUAL EMPLOYMENT IN A DYNAMIC ORGANISATION**

Efficient and astute student with proven time management and collaboration skills developed from sporting and volunteer engagements. Strong interpersonal skills and understanding of general employability skills and the importance of working as part of a team, learning from others and developing as a professional. Looking for first-time employment in a position that requires a dedicated, young and enthusiastic employee.

PERSONAL DETAILS

ADDRESS Awaba St, Mosman, NSW 2088

EMAIL carlys.jackson2@gmail.com

PHONE 0475 122 176

EDUCATION

2013 - 2014 Camberwell Girls Grammar School (Victoria)

2015 - 2018 Queenwood School for Girls

2018 HSC – COMPLETED

SOFTWARE SKILLS**Social Media Platforms**

Snapchat Instagram Facebook Twitter

Code

Visual Studio Code Terminal

Microsoft

Microsoft Word Microsoft Excel Microsoft Publisher Microsoft Outlook Microsoft Sharepoint

Apple Applications

Pages iMovie Safari

Adobe

Adobe Photoshop Adobe Illustrator

Website Creation Platforms

Wix Microsoft Sharepoint

PERSONAL ATTRIBUTES***Effective Communication Skills***

Articulate communicator with appreciation for the different communication styles required when working with other team members or with customers.

Honest and Reliable

Strong morals and ethics ensure honesty, reliability and ability to undertake tasks responsibly.

Dedicated and Hard-working

Demonstrates commitment to finishing tasks to a high standard

WORK EXPERIENCE AND VOLUNTEER PLACEMENTS

2016

Heart Research Institute

7 Eliza St, Newtown, NSW 2042

DEPARTMENT Marketing and Communications

SUPERVISOR Richard Wylie, *Fundraising Manager, HRI*

DURATION 1-week, as part of secondary school requirements

TASKS PERFORMED

Customer Service

Responded to incoming calls. Screened telemarketing and direct sales calls while transferring customer enquiries to appropriate department.

Administration

Typed general communication and letters to customers and businesses as directed. Ensured accurate development of communication by providing correspondence to supervisor for approval.

Records Processing

Entered customer information into internal records management system. Updated existing customer records while creating new data files as directed.

2017

Heart Research Institute

Level 3, Charles Perkins Centre, University of Sydney, Camperdown, NSW 2006

DEPARTMENT Administration and Commercial Development

SUPERVISOR Associate Professor Simone Schoenwaelder, *Associate Director, Research management and education; Associate Professor – research.*

DURATION Casual role - 3 months

TASKS PERFORMED

Copying/collation and filing of commercially sensitive documents.

Online data search and location of scientific publications

Compiling publication lists using ORCID software.

2019

Heart Research Institute

7 Eliza St, Newtown, NSW 2042

DEPARTMENT MarCOMMS

SUPERVISOR Hester Stuart (Website), Betty Loi (Social Media)

DURATION January 10th, 2019 to early March.

TASKS PERFORMED

Collation of content for Website Development

Online research to identify cardiovascular news of public interest, using ABC, SBS and other websites

Preparation of information summaries for social media posting.

Nannying

Mosman

DURATION Current, commenced March 2019.

DUTIES

- Looking after two primary school aged children.

Casual babysitting roles

babysitting children aged between 4-10, throughout the evening period.

- Hawthorn, Victoria.
- Mosman, NSW

PROFESSIONAL REFEREES

Richard Wylie

Fundraising Director

Heart research Institute

EMAIL richard.wylie@hri.org.au

PHONE (02) 8208 8900

Associate Professor Simone Schoenwaelder

Associate Professor, Research, and

Associate Director - Science management and education.

Heart Research Institute

EMAIL simone.schoenwaelder@hri.org.au

PHONE 0408 393 630

Christopher Daunt-Watney

Vice principal, Queenwood School for Girls

Senior School campus

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