

RESUME

CARLY S JACKSON

PERSONAL DETAILS

DOB 6 August 2000

ADDRESS 4 Awaba Street Mosman NSW 2088

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PHONE 0475 122 176

LinkedIn <https://www.linkedin.com/in/carly-jackson-00000/>

PORTFOLIO <https://caarlyjackson.github.io/portfolio-page/>
Github

GitHub URL <https://github.com/caarlyjackson>

EDUCATION

2015 - 2018 Queenwood School for Girls

2018 HSC – COMPLETED

Current Sydney University and Trilogy Education Services Coding Boot Camp

SOFTWARE SKILLS

Social Media Platforms

Snapchat Instagram Facebook Twitter

Code

Visual Studio Code Terminal. HTML5 CSS JavaScript JQuery JQuery UI Web APIs

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, <i>Fundraising Manager, HRI</i>
DURATION	1-week, as part of secondary school requirements
DUTIES	<p>Customer Service Responded to incoming calls. Screened telemarketing and direct sales calls while transferring customer enquiries to appropriate department.</p> <p>Administration Typed general communication and letters to customers and businesses as directed. Ensured accurate development of communication by providing correspondence to supervisor for approval.</p> <p>Records Processing Entered customer information into internal records management system. Updated existing customer records while creating new data files as directed.</p>

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, <i>Associate Director, Research management and education; Associate Professor – research.</i>
DURATION	Casual role - 3 months
DUTIES	<p>Copying/collation and filing of commercially sensitive documents.</p> <p>Online data search and location of scientific publications</p> <p>Compiling publication lists using ORCID software.</p>

EMPLOYMENT

2019 Heart Research Institute

7 Eliza St, Newtown, NSW 2042

DEPARTMENT	MarCOMMS
SUPERVISOR	Hester Stuart (Website), Betty Loi (Social Media)
DURATION	January 2019 to March 2019

DUTIES

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.

2019**Working With Children****POSITION**

Nanny — Mosman

DURATION

March 2019 to June 2020

DUTIES

Looked after two primary school aged children.

2020**ThromBio**

BioTech Company

POSITION

Administration and Web Design

SUPERVISOR

Professor Shaun Jackson, *Director*.

DURATION

Casual work, Ongoing (as required)

2019 — Current**Hospitality****The Boathouse Group**

Balmoral Beach

2 The Esplanade, Mosman NSW 2088

POSITION

Waitress

MANAGER

Sita Narisia

DURATION

28th October 2019 — Current

SKILLS

- Good understanding and navigation of point-of-sale systems.
- Effective communication and active listening.
- Good and efficient problem solving.

Customer Service:

- Positive language and communication with customers.
- Patience, resilience, social perceptiveness.

2021 — Current**Quality Support Operator****Siemens**

160 Herring Rd, Macquarie Park NSW 2113

POSITION

Quality Support Operator

HEAD OF HR

Nicolette Barnard

DURATION

1st April 2021 — Current

PROFESSIONAL REFEREES

Richard Wylie

Fundraising Director

Heart research Institute

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Associate Professor Simone Schoenwaelder

Associate Professor, Research, and

Associate Director - Science management and education.

Heart Research Institute

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