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**Jane Bloggs**

Keep email

Professional

and not cutsey or offensive

12 Christmas Street

St Lucia, Brisbane 4103

M – 0417589696

E – joeb@hotmail.com

**EDUCATION**

**2008 - Current Bachelor of Business Management in Human Resources**

Don’t include the subjects studied unless it has been requested.

University of Queensland, St Lucia, Brisbane

*Achievements:*

* GPA: 6.3
* Semester 2, 2009 – Dean’s Commendation

**EXPERIENCE**

Remember to include Paid and unpaid work if it is relevant.

So ensure you include your part-time work / volunteer and overseas experiences.

**Aug 10 – Sep 11 Administrator – Training (Volunteer)**

TAFE Training, Brisbane

*Duties:*

* Scheduled and coordinated inductions and training programs
* Updated and maintained information on the company training database
* Ensured that all workshop resources were filed and current

**Jan 09 – current University Tutor - Business Management**

University of Queensland, Brisbane

*Duties:*

* Conduct of tutorials in accordance with School standards
* Consultation with students
* Marking and other assessment connected with subject
* Production of teaching materials for students in tutorial groups for whom the casual tutor has responsibility
* Participation in professional development activities organized by the Faculty and School
* Attendance, where necessary, at meetings organized by the subject coordinator
* Associated administrative duties, including entering student results on the School database.

**Jan 08 – Jan 09 Customer Service Attendant** Donut King, Brisbane

**Aug 07 – Jan 08 Team Leader – Customer Service**

Video 2000, Germany

*Achievements:*

* Awarded best national customer service award for December 2005

**MEMBERSHIPS**

**2008 – Current Executive Committee**

**UQ Management Association (UQMA)**

*Achievements:*

* Organised the Employer/Student networking evening in 2008 with 4 other members of the executive committee. The event was very successful and attended by over 10 industry representatives and 100 UQ students

**VOLUNTEER EXPERIENCE**

**2008 – Current Red Cross Fundraising**

Include Volunteer and community *experience relevant to the position you a*re applying for

*Achievements:*

* Responsible for organisation of fundraising event for the 2011 Queensland Floods
* Leadership of organisational team including a core group of seven and a team of 25 volunteers.
* Volunteer at “Mud Army” fundraising day at Suncorp Stadium.

Remember to include extra curricular activities that show you are an all rounder. This section could also be listed as “Interests”.

**EXTRA CURRICULAR ACTIVITIES**

Travel, writing music, volleyball and cross country running

Most employers will require at least 2 professional referees.

**REFEREES**

Prof. John Smith Madeline Jones

Buisiness Management Lectuer Program Coordinator

University of Queensland, St Lucia TAFE Training

Brisbane Carindale, Brisbane

**Ph** 07 3496 2873 **Ph**  07 3967 2349

**Email** j.smith@uq.edu.au **Email** – m.jones2@tafeqld.com