Lydia Cox
Code, Cloud & Cyber Security Student

Melbourne, Australia
0401 969 240

lydiacox.github.io
coxlydia01@gmail.com

A self-motivated and vibrant individual, I am seeking to leverage my years of corporate experience in my new career as a DevOps Engineer. Having undertaken the unofficial role of Tech Support Liaison for every company I have worked for, my talent with a diverse range computer systems and programs, coupled with my natural ability for interpersonal communications, has served me, my employers and colleagues, very well. An effective Communications Coordinator with extensive experience supporting C-level executives in financial services, I am detail-orientated and efficient, with superb organisational and time management skills.

My deliberately eclectic background has strengthened my adaptability and forward thinking. Energetic and proactive, I enjoy working in a fast-paced environment and am driven by providing exceptional service for clients, internal and external stakeholders to maximise their business outcomes in a busy and dynamic environment. An effective team member who works well under pressure, I am able to work autonomously or as part of a team.

Career History

Communications Coordinator, REI Super
October 2011 to May 2021

- Orchestrated effective email, print and social media campaigns to 35,000 members and 7,000 employers
- Collaborated with a range of service providers and stakeholders
- Integrated cyber security best practices in managing databases
- Implemented the company-wide use of Asana for project management as the team grew
- Recruited, interviewed and profiled member and employer case studies

Lydia Cox
Code, Cloud & Cyber Security Student

Executive Assistant to the CEO, REI Super
March 2008 to March 2011

- Spearheaded the transition from hard copy board papers to soft copy
- Maximised CEO's time management capabilities
- Oversaw diary management and travel arrangements for fund executives
- Resolved IT issues either directly or in consultation with suppliers
- Composed Fund Status Reports to the Directors
- Improved central filing and archive system

Property Manager, Doug Disher Real Estate
February 2007 to January 2008

- Managed a portfolio of over 120 properties
- Yielded maximum investment returns for owners
- Fostered trusting relationships with tenants and owners alike
- Organised maintenance and repairs

Real Estate Account Manager, The Queensland Times
July 2006 to February 2007

- Solely responsible for the organisation and layout of weekly property section of the newspaper
- Presented advertising proposals to Real Estate Agencies, Property Developers and private property vendors

Real Estate Advertising Coordinator, The Geelong Advertiser
September 2004 to July 2006

- Created detailed real estate advertisements across three publications, adhering to strict style guides
- Established systems to streamline daily tasks
- Developed a database of customers for streamlined communications

Lydia Cox
Code, Cloud & Cyber Security Student

Additional Experience	**Receptionist, The Geelong Advertiser** Geelong, Australia
	Retail Assistant, IGA Queenscliff, Victoria
	Nanny, Karen Bradley Petaluma, California
	Hospital Pharmacy Messenger, Alameda Hospital Alameda, California
Education	**Student of Code, Cloud & Cyber Security (Diploma of IT)** Coder Academy, expected completion March 2022
	RG146 for the Superannuation Industry Australian Institute of Superannuation Trustees, 2010
	Student of Journalism Sonoma State University, attended 2002 to 2004
	High School Diploma Alameda High School, graduated 2002
References	Available upon request