



Lydia Cox

Code, Cloud & Cyber Security Student

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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
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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
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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
