

# PAROMA RAY

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## PERSONAL STATEMENT

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Master of International Relations graduate with experience working in development and donor relations for renowned arts organisations in Australia and Canada. Aspiring policy analyst with expertise in global affairs, political ecology, conservation, environment policy, and human rights.

## SKILLS

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- ✓ Strong Analytical, Research, and Problem Solving Skills
- ✓ Quick Learner and Leadership / Management Skills (Led team of **100+** representatives)
- ✓ Strong Work Values and Software Skills (Microsoft Office, SPSS, Tessitura, EMS, Opera)
- ✓ Excellent Interpersonal and Communication Skills (in English and French)
- ✓ High Academic Achievement (**Dean's List**) and Recipient of **\$10,000** in Scholarships & Awards

## EDUCATION

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**UNIVERSITY OF MELBOURNE – Melbourne, Australia** **July 2016**  
Master of International Relations

**CARLETON UNIVERSITY – Ottawa, Canada**  
BA Honours – Political Science and Music, French (minor) **June 2013**  
*Study Abroad at Macquarie University – Sydney, Australia (2011 – 2012)*

## RELEVANT WORK EXPERIENCE

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**CONSULATE GENERAL OF INDIA, MELBOURNE – Melbourne, Australia** **2015 – 2016**  
*Consular Intern*

- ✓ Drafted briefings, speeches, and official correspondence to Australian Members of Parliament regarding environment policy, human rights, and India-Australia trade / cultural relations.
- ✓ Presented a research essay entitled 'Clean Energy Objectives in China, India and Australia' ahead of the Consul General's meeting with the Indian Energy Minister.

**MELBOURNE RECITAL CENTRE – Melbourne, Australia** **2016**  
*Development and Donor Relations Intern*

- ✓ Delivered grant proposals for the Director of Development, researched prospective donors / sponsorships, and managed donor activity and correspondence in the Tessitura database.

**MELBOURNE SYMPHONY ORCHESTRA – Melbourne, Australia** **2014 – 2016**  
*Box Office Attendant and Customer Service Representative*

- ✓ Established strong relations with donors given expertise in musicology / music performance.
- ✓ Demonstrated excellent communication skills with strong sense of customer service ethics.

## PERSONAL INTERESTS

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**Passions:** Travel, Photography, Baking, Hiking, Skating, Painting, Reading & Writing  
**Sports & Culture:** Hockey, Cricket, Tennis, F1 & Baseball; Orchestra, Ballet, Musicals & Art