

# Silas Kidd

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**Education:** **Graduate Diploma in Economics**  
La Trobe University

2013 - 2014



**Bachelor of Social Science (Policy and Research)**  
RMIT University

2008 - 2010

- Skills:**
- Web Development - HTML, CSS, JQuery, Javascript,
  - Application Programming Interfaces - Google Visualisation, Facebook, Twitter
  - Content Management Systems - WordPress, Drupal, MS SharePoint,
  - Statistical analysis languages and applications - R, SPSS
  - Adobe Creative Suite - Adobe Illustrator, Adobe Photoshop, Adobe InDesign,
  - Microsoft Office Suite - MS Word, MS Excel, MS PowerPoint,
  - Community Organising, and
  - Project Management



**Experience:** **Campaigns Team Leader and Policy and Research Officer**

**Asylum Seeker Resource Centre, Campaigns Team (September 2011 until present)**

I joined the ASRC campaigns team as I have felt strongly about the rights of asylum seekers and refugees both in Australia and the world. Typical work includes:

- Develop and plan the direction of the campaigns team,
- Regular contact with the Advocacy and Education Manager and the Communications manager to plan direction and tasks,
- Assigning tasks to other campaigns team members,
- Statistical analysis of world refugee and asylum seeker populations (using UNHCR and Department of Immigration data),
- Summarising documents, academic articles, government reports and other publications,
- Background research and writing for submissions to Senate committees,
- Preparing educational material (mythbusters and fact sheets),
- Design of layout of educational materials
- Creating new infographics for specific campaigns or using statistical data
- Layout and presentation of webpages,
- Creating interactive campaign materials



**Administration Assistant**

**Australian Unity, Corporate Tax (August 2011 - August 2013)**

Taking on the administration assistant role with the Australian Unity corporate tax team, presented a new challenge and the ability to learn new technological skills. Typical Work included:

- Electronic Data Management through MS SharePoint by:
  - Design of metadata requirements,
  - Configuring and customising workspaces and sites,
  - Designing pages,
  - Document and file management, and
  - Improving networking between different departments,
- Assisting and troubleshooting issues with MS Office,
- Updating and tracking vital corporate documents, and
- Organisation of hardcopy files

## **Policy and Research Intern and Campaigns Volunteer**

### **Electoral Officer of Adam Bandt MP (March 2011 to December 2012)**

I undertook a policy and research internship with the Electoral Office of Adam Bandt MP, preparing a report into youth and student issues in Melbourne. After my internship was over, I stayed on as a campaigns volunteer. Typical Work included:

- Research, using academic articles and publications on young people issues,
- Input and assistance into other research projects,
- Data analysis from various sources such as (Australian Bureau of Statistics, Centrelink, Local government),
- Office reception, taking phone calls and messages,
- Organising local campaigns within the Melbourne electorate,
- Direct campaigning at specific events and local areas,
- Organising volunteers and materials for electoral wide letter boxing,
- Provided assistance in organising events, and
- Completed training in:
  - Project Management,
  - Community liaison, and
  - Community Organising



## **Policy Researcher and Personal/Research Assistant**

### **Victorian Greens candidates for the seats of Melbourne and Richmond during the Victorian election campaign in 2010 (May 2010 to November 2010)**

I began working for Vic Greens candidates, Kathleen Maltzahn and Brian Walters to get a first hand view of political campaigns and to begin to use my skills in policy research and analysis.

Typical Work included:

- Providing policy analysis and advice on issues such as:
  - Cycling
  - Public Transport
  - Local kindergarten accessibility
  - Youth Affairs
- Preparing campaign flyers distributed throughout both electorates
- Answering constituent enquires on a range of issues and policies
- Helping with recruiting and signing up volunteers
- Media monitoring of Victorian sources, local and statewide publications
- Office reception

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**Further Study:** Since completing the Graduate Diploma in Economics I am concentrating on beginning my career than continuing with University study. I am however, undertaking my own study to continue to develop my skills in:



- Adobe After Effects
- Spanish (grammar)

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**Referees:** My referees will be more than happy to speak to you and upon request, I will provide the necessary contact details.



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**Examples:** Some examples of my work can be currently found on [www.silaskidd.com](http://www.silaskidd.com). Further examples are available on request.

