

Andrew Fulton

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Marsfield, NSW, 2122

Key Skills

- Exceptional attention to detail
- University administration
- Microsoft Excel
- Strong interpersonal skills
- Consulting and start-up experience

Education

Bachelor of Business Administration and Bachelor of Arts – Psychology
Macquarie University
2015 – July 2020
WAM – 76.48

Interests

- Currently learning Python
- Machine Learning and algorithmic trading
- Photogrammetry and aerial surveying with drones
- Virtual Reality
- Agricultural applications of emerging technologies

Personal Summary

A hardworking and diligent graduate with experience in consulting and relationship management, with a passion for technology looking to begin a career in financial services.

Employment History

Student Services Administrator

Faculty of Arts, Macquarie University
July 2019 – Present

- Providing face to face support, phone consultation and responding to online enquiries in a timely manner for internal and external stakeholders from diverse backgrounds
- Working through complex issues with tight deadlines
- Managing difficult enquiries with empathy while representing the interests of the university
- Providing quality support for students experiencing a curriculum transformation
- Cross-functional collaboration with other teams across the university to manage and resolve complex student enquiries

Facilities Assistant/Concierge Assistant

Faculty of Arts, Macquarie University
December 2015 – Present

- Supporting staff through organisational and technological change and assisting with the large-scale relocation of staff
- Working with a high level of autonomy to meet deadlines
- Recruitment, selection and training of new facilities assistants
- Designed and implemented processes and functions for a newly created Concierge role

Co-Founder

Heli Labs
December 2018 – February 2020

- Concentrated on the development of an operating system designed to run seamlessly across architectures and platforms
- Cultivated relationships with entrepreneurs, investors and potential clients
- Devised creative solutions to significant problems through client discussion, industry, user and technical research

Mentor

Raise Foundation

March – September 2019

- Guided and supported students at risk of disengaging from school by establishing realistic and achievable goals and strategies during a time of significant personal change
- Acted as a positive role model and worked to build relationships of mutual respect and trust
- Facilitated group activities and discussion related to goal setting and personal achievement

Consultant

180 Degrees Consulting

March – July 2017

- Worked in a small team of students to compile a consulting report and project roadmap focusing on digital transformation and new donation channels for a non-profit client
- Creatively solved problems and presented recommendations for further steps in response to the client brief to meet strict deadlines
- This report won the Macquarie University branch award and was one of seven global finalists across 180DC

Hospitality Roles

Schnitz, Snag Stand, Crunch Events and Catering

March 2015 – December 2017

- Placed in positions of trust and accountability in managing events and minor projects
- Processed timesheets for approximately 25 staff
- Established relationships with client contacts when running events and welcomed and served patrons

Outdoor Centre Instructor, Program Specialist/Camp Counsellor

Volunteer work as part of a gap year in Canada

January 2014 – September 2014

Referees**Andrew McNeill**

Building Services Coordinator

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