Objective

**Alexis**

Having successfully obtained a residency visa, I am now seeking employment in a position that avails opportunities for me to utilise my skills and experience to bring value to the company.

October 2016 – Present

MONTROI

Marketing and Events Intern

* Included, but not limited to:
* Database and customer relationship management
* Curation of city guides
* Event organisation and management
* Website maintenance
* Inventory management
* Visual merchandising

August 2015 – July 2016

Child Australia

Digital Marketing Assistant

* Included, but not limited to:
* Assist in the strategic planning for building and delivering online training courses.
* Set up and design courses in the online development application.
* Build, develop and animate content provided by authors into online course modules.
* Provide staff with appropriate training, materials and technical support related to online platforms.
* Make changes and updates to the Child Australia website, Online Learning Centre
* Design of social media communication, design of newsletters and flyers to send to clients, presentations, videos, etc.
* Creating social media campaigns and analysing results

June 2015 –August 2015

Red Cross

Marketing Internship

* Included, but not limited to:
* Identify and write up client case studies to promote the program
* Develop awareness tools to highlight the impacts of Red Cross’s work with vulnerable people in the migration system
* Assist in the production of newsletters and flyers
* Utilise desktop publishing tools to communication with clients, stakeholders and volunteers
* Explore various social medias to engage clients and volunteers
* Develop and maintain a database/wiki for staff and volunteer to access essential migration support program information
* Support other marketing communications projects as required

May 2015 – June 2015

Experience

Hoyts

Marketing Internship

* Included, but not limited to:
* Developing a Marketing Plan that included media coverage for the movie, Inside Out (Disney’s)- establishing business partnerships for promotion
* Assisting with the Bump in of an in-house event - SLP Real Estate Client Reward

Education

2013-2015

Curtin University, Perth, Western Australia

Bachelor of Commerce (Marketing)

2008-2012

Corpus Christi College, Perth, Western Australia

High School Diploma

2012

Corpus Christi College, Perth, Western Australia

VETiS Certificate III in Business

Skills

* Excellent written and verbal communication – English
* Adobe Photoshop, Premiere Pro
* Website development and maintenance
* Social Media Marketing and Analytics
	+ Facebook, Instagram, Twitter, YouTube, Snapchat
* Microsoft Office Suite
* CMS Desk, Wordpress, basic HTML and CSS
* Designing marketing collateral and branding