

CAREER OBJECTIVE

Seeking a career in international and development aid where I can use my tertiary training, professional skills, passion and knowledge of other cultures to promote stability, prosperity and understanding in the Asia-Pacific region and beyond.

EDUCATIONAL BACKGROUND

20xx – 20xx **Bachelor of Asian and International Studies/Bachelor of Communication**
Griffith University

Grade Point Average = 6.07 (Scale: 1- 7, with 7 highest)

Specialisations:

- Major in Asian and international studies
- Major in Journalism
- Major in Mandarin Chinese language

20xx – 20xx **International Baccalaureate Diploma**
Virginia High School

OVERSEAS EXCHANGES

20xx **Shanghai University of International Business and Economics, China** (Jun – Jul)

Studied:

- Chinese legal system
- Foreign Investment in China
- Chinese finance and economics
- Mandarin Chinese language

WORK EXPERIENCE

20xx **Communications and Media Intern** (Sep – current)
Institute of Business International Relations

- Assisting Council Member in researching for and editing book she is publishing
- Researching and contacting possible speakers fortnightly lectures- professionals, academics, diplomats
- Designing a new official pamphlet for distribution
- Organising Q&A panels and events for members to attend
- Enhancing public image and designing marketing strategies to engage students

20xx **International Aid and Development Business Unit Intern** (Mar – Jun)
Queensland State Government

Achievements: Created a 100 page document to be disseminated to Trade and Investment Qld clients and staff, which:

- Identified and profiled over 200 of the top contracting companies of international development aid funds allocated by each OECD nation's Government aid agency
- Designed a set of recommendations and advice for small to medium Qld companies to engage in joint-ventures and become internationally experienced
- Mapped the needs and opportunities in the recently unchartered sector of Humanitarian Aid and Disaster Relief

- Identified and profiled the top 100 Qld companies which had goods and services relevant to these needs

Skills developed:

- Liaised with Government officials, staff and foreign diplomats – greater appreciation for business etiquette and cultural differences and appreciation for the communication and fast pace of corporate environments
- Presented oral presentations to the Trade and Investment Qld branch staff and Directors detailing my findings and recommendations – had to be clear, succinct and persuasive

EMPLOYMENT HISTORY

20xx – 20xx **Senior waitress**
Burgers & more

- Building strong client relationships
- Identifying and following up on the needs and concerns of customers
- Working in a team-based, demanding and fast paced work environment where effective communication between staff and customers is crucial

Achievements: *Receive constant praise from both customers and my employer*

20xx – 20xx **Senior staff member**
Southport Rollerdome

- Organising, booking and overseeing the success of private functions, events, parties
- In charge of organising and controlling the atmosphere and entertainment of the venue
- In charge of ensuring and controlling customer safety

Achievements: *Promoted to a staff training capacity and receive constant praise from both customers and my employer*

PROFESSIONAL SKILLS AND ATTRIBUTES

- **Excellent oral communication skills** (clear, succinct and persuasive skills gained through- 7 years of Debating experience; giving professional oral presentations to Qld Government departments)
- **Excellent and effective written communication skills** (improved through work experience with Qld Government and studies in Journalism)
- **Well-developed research skills** (both qualitative and quantitative, as required of completion of 100 page qualitative and quantitative mapping and research reports for dissemination in Qld Government)
- **Strong problem-solving and negotiation skills** (demonstrated in assignments where required to work with a number of students with different goals, motivations and time constraints)
- **Time-management skills** (as shown by ability to maintain high grades while working 2 casual jobs and participating in extra-curricular activities)
- **Effective teamwork skills** (fostered through working with a team of staff in hospitality where team work and team communication are of utmost importance to ensure customer satisfaction and avoid miscommunication)

ACHIEVEMENTS

20xx – 20xx **Griffith Award for Academic Excellence** (in top 5% of all students, awarded 2 years consecutively)

20xx – 20xx **George Alexander Foundation Scholarship** (\$22, 500 paid over 3 years) – awarded on the basis of academic excellence, covers the majority of on-campus accommodation costs

20xx **Shanghai Municipal Government Scholarship** – covered tuition, accommodation and text book costs to attend the Shanghai University of International Business and Economics Oceania Summer school exchange program

20xx **Community Services Officer, Golden Key International Honour Society Griffith University Chapter Executive Committee** – Participated in, promoted and provided volunteering and community service opportunities for Griffith Golden Key members

20xx **Invited to join prestigious Golden Key International Honour Society** (in top 5% of students, acknowledgement of academic excellence)

PROFESSIONAL DEVELOPMENT

20xx **International Scholar Laureate Program** Delegation for Diplomacy and International Relations, China

20xx **Golden Key International Honour Society Asia-Pacific Conference** Adelaide, Australia

20xx **Griffith University Inaugural Student Leadership Conference**

20xx **Griffith University 'Preparing for Success' workshop and seminar**

LANGUAGES

- Mandarin Chinese (*Intermediate level in spoken, written and reading*)
- Spanish (*Basic/Intermediate level in spoken, written and reading*)

CURRENT MEMBERSHIPS

- **Golden Key International Honour Society** (acknowledging academic excellence) member
- **Australia-China Business Council** member
- **Australian Institute of International Affairs** member and intern
- **Association of Asian Studies** member
- **Australia-China Youth Association** member
- **UN Youth Australia** facilitator

COMMUNITY INVOLVEMENT & VOLUNTEERING

20xx Clean up Australia Day volunteer

20xx Beach Care Australia volunteer

20xx Mother's Day Classic Fun Run volunteer

20xx Bridge to Brisbane volunteer

RECREATIONAL INTERESTS

- **Rifle Shooting** – I thoroughly enjoy shooting 22" inch rifles at target ranges, a skill and passion I picked up through my 5 years with the Australian Air Force Cadets
- **Archery** – I have a passion for all things medieval and began archery after I found a club at the Abbey Medieval Festival. It takes great skill, strength and patience
- **Debating** – I debated for 6 consecutive years throughout my primary and secondary schooling and also for my university team in 2011
- **Salsa dancing** – I began Salsa dancing in 2013 and enjoy it not only as a leisure activity but as a form of exercise
- **Reading both fiction and non-fiction books** – Reading is one of my greatest passions and I enjoy reading fantasy novels and also educational books about history, science and space

REFEREES

Mr Sean Connery
Senior Trade Officer
Investment Bureau QLD
Phone: (07) 0000 0000

Prof. Kevin Costner
Asian Studies lecturer
Griffith University QLD
Phone: (07) 0000 0000