

CAREER GOAL

I am seeking a career in international aid and development as I would like to use my tertiary training, professional skills, and knowledge of other cultures to promote stability and prosperity in the Asia-Pacific region, and beyond.

EDUCATION

20xx

Honours in Asian Studies

Griffith University (Expected graduation December 20xx)

Dissertation Topic: Why have Australian Government policies aimed at increasing Asian language study failed? A case study on the decline of Indonesian language study in Australia

Awards: Griffith Business School Honours Scholarship – awarded for outstanding academic achievement throughout undergraduate studies

20xx– 20xx

Bachelor of International Business

Griffith University

Results: Grade Point Average: **6.04** (Scale 1-7, 7 being the highest)

Key Subjects: (Awarded **High Distinction** for each of these)

- Business and Politics in the Asia Pacific Region
- Southeast Asia: Political Pressures & Social Forces
- Great Texts of Islam
- Economic Analysis & Policy
- International Business Negotiation

PROFESSIONAL EXPERIENCE

December 20xx
– February 20xx

Youth Ambassador

Australia-Indonesia Youth Exchange Program 2011-12 (AIYEP)

- Selected through a competitive process to represent Australia in this exchange program, organised by DFAT through the Australia-Indonesia Institute
- Further developed interpersonal and cross-cultural communication skills through travelling and living with 35 other Australian and Indonesian youths in Riau, Indonesia for 2 months
- Utilised and built on my teamwork and project management skills through working on community development projects during our village stay
- Refined and expanded Indonesian language skills through working in the Regional Development Planning Board during our city stay in Pekanbaru, Riau
- Engaged in school visits, cultural performances, teaching English to university students, and working with local communities as part of efforts to further develop personal and cultural links between Australia and Indonesia

October 20xx –
Present

President

Australia-Asia International Relations Society

- Assisted significantly in the initial planning, registration, and development of this Griffith University student organisation
- Analysed the needs of Griffith students and determined that the aim of AAIRS would be to develop an international network of young leaders with greater cultural understanding and sensitivity
- Researched the club registration process including; writing the constitution, structuring the club committee, and managing the Inaugural General Meeting
- Through teamwork and drive, conducted a highly successful summer camp teaching English to children in Medan, Indonesia
- In addition to my position as Vice-President, I currently lead the editorial department, preparing and editing official documents for AAIRS

PROFESSIONAL SKILLS

Research Skills

- Research – Honours dissertation and work on AAIRS documents
- Analysis – Analysing the needs of the village community during AIYEP 2011-12

Communication Skills

- Communication – 6 years of work experience involving direct interpersonal communication and relationship-building
- Public Speaking – Individual and group presentations at University, facilitating tutorials
- Writing – Undergraduate university assignments, editorial work on official documents for AAIRS
- Teamwork – Group assignments at University, playing touch football

Cultural Skills

- Indonesian Language – Social-level speaking, reading, and writing developed through study as well as through travelling and working in Indonesia
- Cultural Understanding – Developed through study and by working closely with people from a wide array of various cultural backgrounds

EMPLOYMENT HISTORY

March 20xx –
Present

Sessional Tutor

Griffith University, Nathan QLD

- Preparing for each tutorial and facilitating discussion around lecture topics
- Assisting students to learn and develop discussion leadership skills
- Delivering an interesting and engaging learning experience to students

September
20xx – May
20xx

Sales Associate
Telco, Manly QLD

- Provided service to each customer based on their individual needs
- Delivered high-quality post-sale customer service
- Cleaned and maintained store

May 20xx –
February 20xx

Fitness Consultant
Live Fit, Vancouver BC Canada

- Engaged with customers to discover their fitness needs
- Researched the most effective workout techniques
- Built and maintained fitness equipment

November 20xx
– April 20xx

Rental Technician
Ski Point, Star Mountain BC Canada

- Equipped customers with skis and snowboards
- Maintained ski and snowboard equipment

September
20xx – October
20xx

Sales Consultant
Hardiphones, Capalaba QLD

- Delivered personalised customer service
- Managed warranty and repair processes for the store
- Trained new staff on sales and customer service techniques

REFEREES

Andy Truman

Relationship: Supervising lecturer for my tutorials at Griffith University

Position: Senior Lecturer, Griffith University, Nathan, QLD

Email: a.truman@uni.edu.au

Phone: (07) 0011 0000

Gary Whiting

Relationship:

Assisted in the development of **AAIRS** at Griffith University

Position: Research Assistant, Griffith University, Nathan, QLD

Email: g.whiting@uni.edu.au

Phone: (07) 0011 0000

Holly Hunter

Relationship: Supervisor at Telco Shop, Capalaba

Position: Manager, Telco Shop, Capalaba

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