

A job advertisement for Marketing Assistant:

- Fully / Part qualified marketing graduate.
- Previous experience in marketing.
- Client focused with excellent communication and organisational skills.
- Excellent skills in Word, Excel and PowerPoint.
- Ability to work as part of a great team.
- Experience working with Adobe Photoshop will be an added advantage.

## Naomi Gerald

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### CAREER PROFILE

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Bachelor of Business student at the University of Queensland:

- Interning in the marketing department of Newton Consultants.
- Demonstrated team working skills through collaborative projects completed at University.
- Highly motivated and committed, reflected through excellent academic record.

### EDUCATION

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Bachelor of Business (specialising in Marketing) Expected June 2019  
University of Queensland, Australia

- Achieved High Distinction in all marketing related subjects.

Diploma in Marketing Nov 2014 to Nov 2015  
Institute of Marketing and Professionals, Malaysia

- Graduated with a Distinction average.

### RELEVANT WORK EXPERIENCE

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Marketing Intern, Newton Consultants, Brisbane Jan 2018 – present

- Collect and summarise relevant data from over 10 corporate clients on a weekly basis.
- Gains hands on experience to create marketing campaigns and strategies.
- Demonstrated interpersonal and communication skills through daily interactions with clients.
- Received positive feedback from clients for offering creative ideas and timely responses.

Sales Assistant, Myers, Brisbane Dec 2016 – Oct 2017

- Consistently exceeded the sale target unit by 20% each month.
- Worked effectively in a team of 20 members each shift serving customers and reorganising inventory.
- Trusted with handling the cash registered from one month in the job.

- Assisted the Shift supervisor to coordinate and create weekly rosters.

## EXTRACIRRICULAR ACTIVITIES

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President of Malaysian Society at University of Queensland

- Designed and organised three major cultural events for the society.
- Promoted and coordinated a fundraiser and raised over \$3000.00 for Cancer Research.

## INTERESTS

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Swimming – team captain for High School swimming team

## TECHNICAL SKILLS

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- Microsoft Office Suite (Word, Excel, Powerpoint and Outlook) – Advanced
- Adobe Photoshop and Lightroom – Intermediate

## REFERENCES

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Julia Smith

Team leader at Myers

0456787667

julia@hotmail.com

Available Mon to Fri, after 1.00 pm

Tim Shaw

Former Marketing Manager, Newton Consultants

0456889877

tim.shaw@teamworth.com

Available Mon-Fri, between 9 am to 5 pm

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