

Create a strong GRADUATE Resume

Carrie Jobs

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Career Profile

Final year Bachelor of Commerce student with an excellent work ethic and an ability to learn and adapt to a changing environment. Internship experience in compliance and governance together with solid administrative experience, requiring attention to detail, well developed organisational skills and Microsoft Office proficiency. Demonstrated excellent customer service, working effectively in teams developing strong relationships. Eager to build a career with in Governance and Compliance.

Education

- | | |
|--------------------------|--|
| 03/2015 – Current | Bachelor of Commerce
Deakin University, Burwood <ul style="list-style-type: none">• Majors: Accounting and Finance• Achieved: Distinction Average• Member of the Golden Key Society (offered to top 15% of students) |
| 01/2013 – 12/2014 | Victorian Certificate of Education
Seaford Secondary College, Seaford |

Relevant Experience

- | | |
|--------------------------|---|
| 05/2017 – 08/2017 | Accounting Internship
Biggies Pty Ltd, Melbourne <ul style="list-style-type: none">• Assisted with annual audits of major clients, contributing to the development of final certification reports• Amended the internal Conflict, Communications and Governance policy updating it to meet current industry and company standards• Developed Excel Spreadsheet to facilitate automatic cross-referencing reducing errors and improving efficiency Achievement <ul style="list-style-type: none">• Offered casual work during the upcoming summer break |
| 10/2015 – 02/2017 | Volunteer Accounts Assistant (Casual)
Oxfam, Melbourne <ul style="list-style-type: none">• Prepared Business and Activity Statements under the guidance of the accounting team receiving commendations from management for timeliness and efficiency• Reconciled funding grants and donations using Excel, enabling accurate reporting of current and historical financial data |

Employment History

- | | |
|--------------------------|--|
| 04/2016 – Current | Administration Assistant (Part time)
Management Pty Ltd, Ferntree Gully <ul style="list-style-type: none">• Accurately prepare and send client invoices facilitating the timely payment of outstanding client accounts• Respond to client enquiries in a polite and courteous manner contributing to customer rapport and repeat business• Analyse customer accounts and details checking for accuracy and updating where required, receiving excellent feedback from supervisor for attention to detail |
|--------------------------|--|

Make sure your voicemail message and email address are professional

DO NOT INCLUDE:

Photo
Age
Date of Birth
Nationality
Religion
Marital Status

Mention any academic achievements. E.g. high WAM, scholarships or awards

Include: When, What, Where

Use dots points and positive language to highlight skills

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04/2013 – 04/2016

Crew Trainer and Customer Service (Part-time)

Hungry Max, Elsternwick

- Completed tasks to a deadline in a busy and faced paced environment contributing to the overall productiveness of the store
- Supported new employees by explaining policies, demonstrating use of equipment and providing guidance ensuring all colleagues worked effectively together
- Implemented a new communication system for sharing the roster, resulting in increased productivity and less confusion across the team

Achievements

- Awarded 'Employee of the Month' in January, June and November 2014
- Promoted to Crew Trainer June 2015

Professional Memberships

02/2016 - Current

Student Member

Chartered Accountants – Australia New Zealand

04/2015 - Current

Member

Deakin Commerce Society

Professional Development

04/2017

Rethinking Audit in the Digital Age – Recorded Webinar

Chartered Accountants – Australia New Zealand

10/2015 – 04/2016

Certificate IV in Bookkeeping

Swinburne University of Technology, Hawthorn/Cloud

Voluntary Experience

02/2016 - Current

Business and Law Student Mentor

Deakin University, Burwood

- Guided and advised new Deakin students from a variety of cultural backgrounds in an official capacity, supporting their transition to university in Australia

Extra-curricular Activities

02/2014 - Current

Tennis Team Committee

Burwood Tennis Club, Burwood

- Support and motivate team members prior to and during competitions, encouraging performance and improvement
- Delegate maintenance responsibilities to committee members based on interests and abilities ensuring club facilities meet competition standards

Referees

Sally Example

Internship Supervisor

Biggies Pty Ltd

TEL: 03 1234 5678

Email: s.example@biggies.org

John Smith

Manager

Management Pty Ltd

TEL: 03 1234 9876

Email: j.smith@management.com

Use duties to highlight relevant transferable skills and achievements

Involvement in relevant student groups and professional associations shows commitment to your industry

Include any relevant professional development, extra training or short courses

Extra-curricular activities show you are a well-rounded person and can demonstrate skills gained outside of work

Title
Name
Position
Organisation
Phone Number
Email

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GRADUATE EMPLOYMENT

Deakin University CRICOS Provider Code: 00113B

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