

# Emily Rawle

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## Career Profile

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A committed Journalism student with Deakin University, always ready to learn and willing to take on challenges. Determined to succeed in any role, is highly dedicated and takes pride in any work. Accountable, and resourceful, experienced in teamwork and leadership, as well as very sociable and friendly to all. Proudly self-reliant and knowledgeable to providing a good experience to customers and associates, as well as kind and creative in nature.

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## Education

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**10/2017 – Current**

**Bachelor of Communication**

Deakin University, Burwood

- Expected completion date: 10/2020
- Major: Journalism
- Achievements: Achieves regular Distinction and High Distinction grading marks across all units.

**03/2018 – 08/2018**

**Digital Culture & Media Communications**

Hamburg University of Applied Sciences, Hamburg

- University level exchange program, faculty of media and arts
- Achievements: Competed abroad semester and obtained high marks across a variety of classes, gained worldly experience and practical experience in the use of the German language.
- A total of eight months was spent living independently as a student in Germany, this experience led to strengthened skills in adaptability as well as communication.

**03/2016 – 10/2017**

**Bachelor of International Studies**

Deakin University, Burwood

- Major: International Studies
- Achievements: Initiated through worldly interests, and evolved into a love for Journalism and research

**03/2017 – 10/2017**

**German Language (Units 2 & 3)**

RMIT, Melbourne

- Achievements: Obtained Distinction marks in self-sought German language units. Previous experience permitted the skipping of the first units.

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## Employment

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**01/2020 – Current**

**Brand Ambassador**

Brand X, Melbourne

- Provides in-store samples to customers on behalf of brands that require representation. Prepare and distribute samples to hundreds of customer's per-session, and accurately answers any customer queries. Creative and consistent in high-quality delivery, and punctual.

**04/2016 – 02/2018  
& 09/2018 – 12/2019**

**Personal Assistant & Office Receptionist**

Santamaria Strata Management trading as Binks & Associates, Doncaster

- Assistant and office receptionist to accomplished Property Manager, operated in an office with four other colleagues, carried out full time duties to an exceptional standard for periods of six months at a time. In between, performed part time duties to the same standard of excellence. Organised paperwork and processed invoices for management daily.
- Regularly analysed information received and gathered correspondence and information to share project details with management, contractors and clients.

**10/2016 – 01/2018**

**Customer Service Assistant**

Kmart Pty Ltd, The Pines

- Performed cash handling duties, addressed customer service requests, and led team members. Communicated with customers professionally, being friendly and approachable in nature, happy to take time to resolving customer enquiries.

**05/2012 – 10/2016**

**Customer Service Assistant**

Target Pty Ltd, The Pines

- Trained in cash handling duties, quickly learned how to carry out customer requests. Formed relationships with staff and customers, understands the value of a strong work-force in management, gained experience in many departments, able to manage multiple tasks at once.

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## Additional Training

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**04/2020 - Present**

**Girl Museum - Journalism / Marketing Intern**

Girl Museum is an international online museum based on Girlhood and Feminism. Writing material and articles for the site on a variety of subjects of interest, communicated with other staff on a regular basis.

**03/2020 - Present**

**Woolworths Store Support - COVID-19**

During the COVID-19 pandemic, worked as a stand-in team member for multiple Woolworths stores. Over 80 hours of work experience in multiple disciplines of store management and support.

**07/2019 - Present**

**Radio Volunteer / Intern / Presenter**

School Broadcasting Network (airing on 94.1FM 3WBC), Box Hill

- Trained in preparing a radio program, as well as official co-host of fortnightly program “Your Planet Needs You”.
- Experienced in producing, news gathering / reading, and interviewing. Always willing to accept a role, or step in when needed.

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## **Volunteer Experience**

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**09/2019**

**Street Volunteer**

Lighthouse Foundation, Richmond

- Volunteered for Lighthouse Foundations “4UpDay”, compassionate about issues facing youth.
- Spoke to members of the public and collected donations on behalf of the charity, helped them to reach their monetary goal for the annual event.

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## **Extra-curricular Activities**

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**09/2019 – Current**

**Producer / Writer**

Emily R. WordPress, Melbourne

- Created and produces feature articles for an independent WordPress blog under a personal brand, in order to explore writing and develop journalistic skills. Content mostly revolves around interests in society, culture and technology.
- Gained small following of other writers and WordPress users. One published work received high praise from a Deakin University tutor.

**2013 – Current**

**Independent Language Learning – German**

- Has engaged in self-teaching of the German language, and took initiative to reach for academic programs to advance skills.
- Currently at the B2 level of Fluency, according to the Common European Framework for References for Languages. Meaning intermediate / advanced communication skills.

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## **Referees**

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Available upon request.