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Sample Resume

Louise Smith

Resume

DATE OF BIRTH / AGE: 2 March 1970 / Age 35
 ADDRESS: 2 Fitzroy Road, Richmond, Victoria 3021
 CONTACT NUMBER: +61 3 9330 0000 +61 402 382 452
 E-MAIL ADDRESS: louise.smith@someemail.com
 NATIONALITY: Australian
 EDUCATION: RMIT University, Melbourne, Australia (February 2002 – June 2004),
 Master of Arts (Media & Communications), First Class Honours.
 AWARDS & ACHIEVEMENTS: Year 12 English Award.
 OTHER LANGUAGES: German – Fluent (speaking and writing)
 SKILLS & TRAINING: Typing: 98 wpm, Knowledge of Microsoft Suite, Internet Explorer,
 LotusNotes, Diary Management, Writing and Editing. Assessment
 Centre Training, IPA 2002.

CAREER HISTORY

Oct 04 – Current

The Age newspaper
 Assistant to the Deputy Editor and Beauty Editor

- Assisting the Deputy Editor with her copy, correspondence, diary and personal affairs;
- Handling enquiries from PRs, internal employees and readers;
- Liaising with publishers regarding book extracts and features;

Feb 00 – Aug 04

Jane Dooley Recruitment Pty Ltd
 (Onsite) Recruitment Consultant/Facilitator

- Managing the relationship between temporary employees and clients;
- Facilitating discussions, counselling and terminations of temporary employees;
- Managing recruitment intakes for clients;

INTERESTS / ACTIVITIES: I play jazz/classical piano, enjoy creative writing, cooking and dancing.
 REFERENCES: References on request

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