

# PRUDENCE

## Personal statement

I am willing to take on responsibilities, learn new tasks, be flexible and take initiative. I am punctual, a team worker, conscientious and like to see work completed. I enjoy a challenge and am looking for an environment welcoming enthusiasm, active areas in event coordination/management, sponsorship and marketing. I believe I have the skills and attributes that would deliver exceptional results to an organisation and its customers.

## Stats:

5'7"

Chest:34 B

Waist :26"

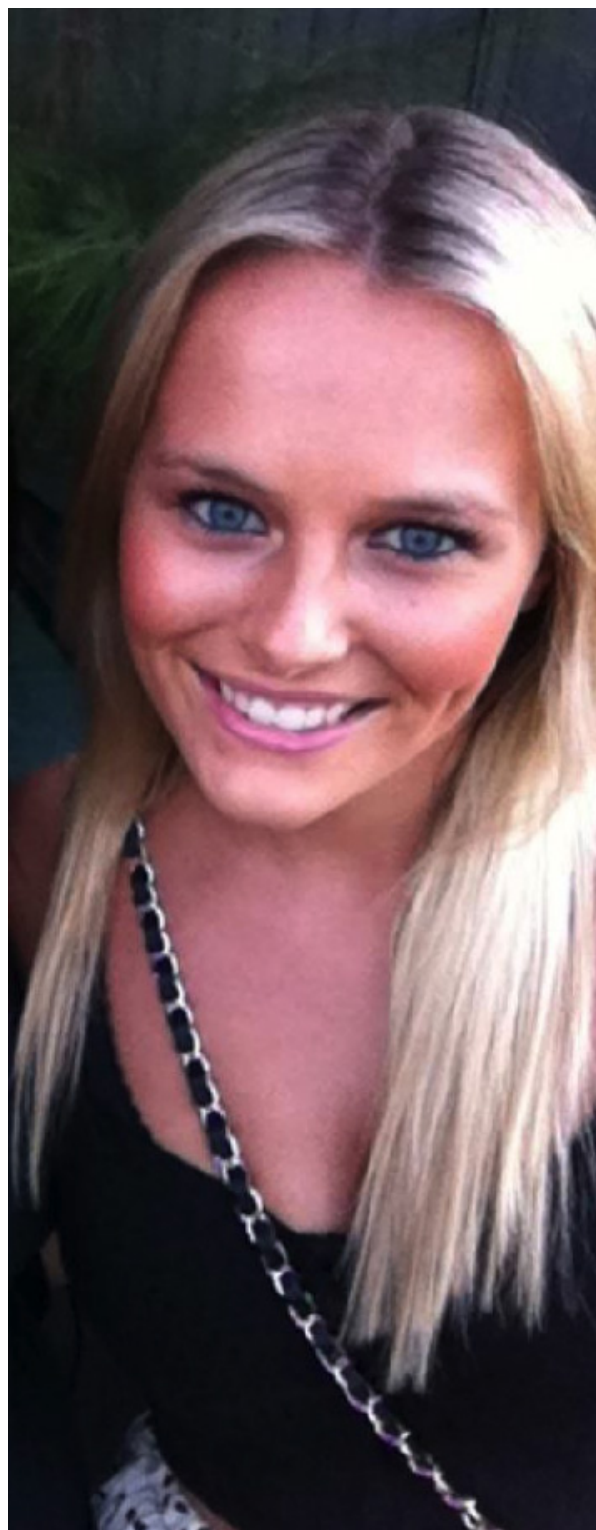
Hips:34"

Dress Size: 10 UK

## Skills

- Exhibitions and Trade Shows Public and B2B,
- Excellent Approach, Invite ,Engage, Inform, Persuade, Retain, Introduce, Data Capture Skills
- Quickly learn any product and client brief and deliver .
- Product Sampling/Selling
- Demonstrator/Sales
- Corporate and Exhibition Hospitality
- Direct Product Sales
- Product /Service Launches and promotions
- Venue/Store Launches and Promotions
- Field Campaigns, Data Capture
- Experiential campaigns and promotions
- FMCG, Products and Services
- Targeted Sales Lead Generating /Appointment Making
- Brand awareness and leafleting campaigns and promotions
- P R and Publicity Campaigns

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## Work Experience

### **Job title: Events co-ordinator**

**May 2013 – current**

Baxter Storey

Responsibilities include;

Planning and co-ordinating events

Recruitment

Managing a team of staff

Liaising with site managers (internal & external) and clients

Payroll

Marketing and advertising for venues

Research and development of clients

### **Job title: Full time Office Manager**

**Dell Computers Australia**

Responsibilities include:

Customer relations and client management

Courier dispatching; incoming and outgoing

Computer literacy; data entry, statistics, Microsoft 2011, excel,

powerpoint, word

Managing executive client meetings

Managing and co-ordinating mail room

Assisted with PA work

### **Job title; Promotional/Model**

**2009 – Jan 2013**

Sydney Model Agency

Responsibilities:

Advertising and promoting brands

Working at different events

Interacting with the public

Creating a brand image

Alcohol promotions

Hosting dinner/events for charity

### **Job title: Wednesday –Receptionist**

**May 2010- October 2011**

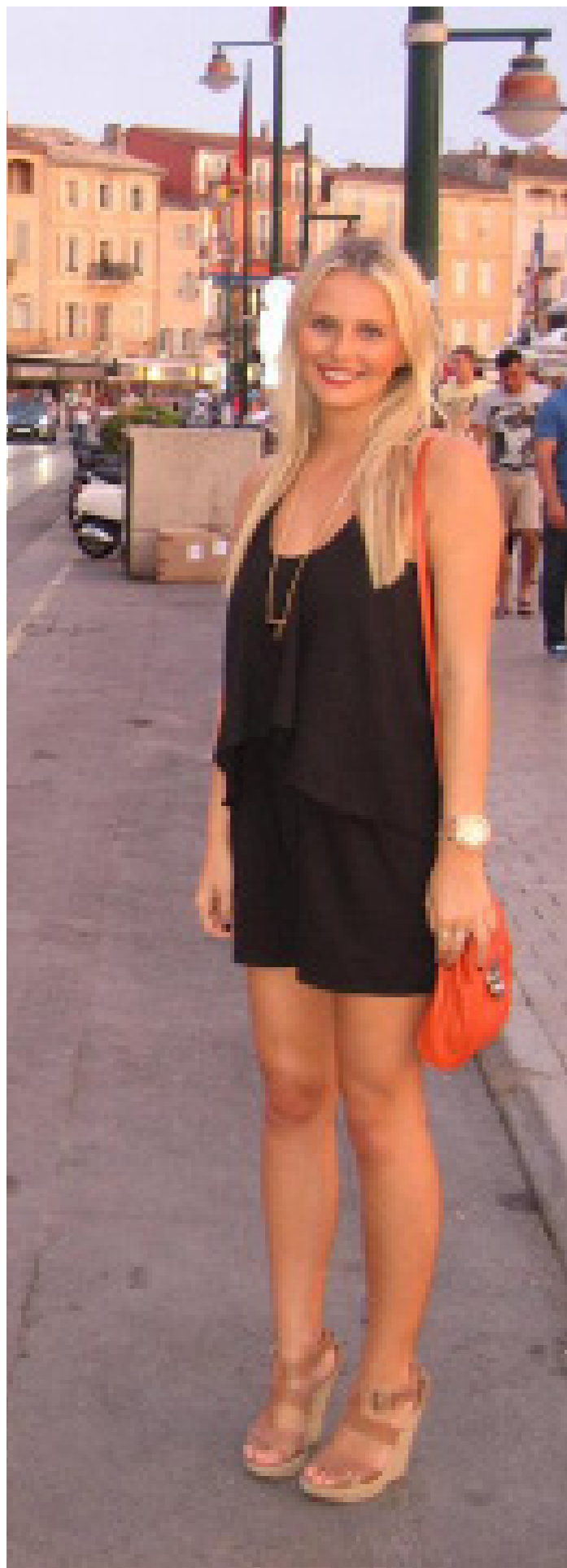
McConnell bourn Real-estate

Responsibilities include:

Customer relations and client management

Computer literacy; data entry, statistics, Microsoft 2011, excel,

powerpoint, word



**Job Title:****Management and co-ordinator**

Company: Seafolly

Responsibilities include:

Management and co-ordinator of 'Seafolly Kids' store

Financial management

Stock control and management

Customer relations

**Job title:Customer Relations****Company: Surf Dive n Ski (Chatswood)**

Responsibilities include:

Financial Management

Stock control and management

Customer relations

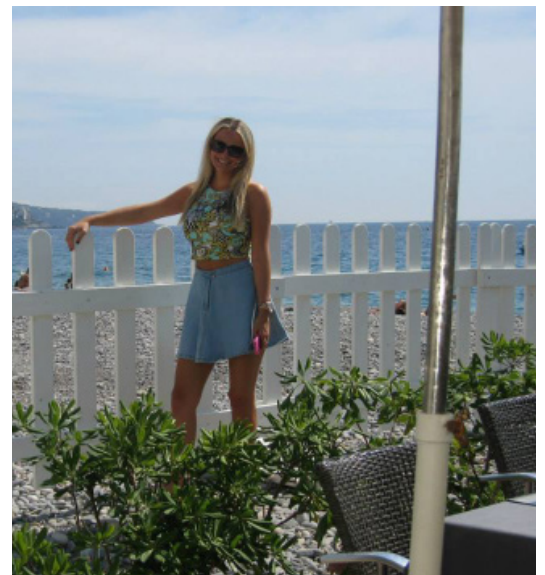
## Education/Qualifications

Institution: Australian College of Physical Education – 2009 – 2011  
 City/Country: Homebush  
 Qualifications: Bachelor of Sports Business (completed)

Institution: Charles Sturt University - 2008  
 City/Country: Bathurst, NSW  
 Qualification: Bachelor of Nursing

Institution: Abbotsleigh School for Girls - 2006  
 Location: Wahroonga, Sydney  
 Qualifications: Higher School Certificate

Certificates: Justice of the Peace (JP)  
 Senior First Aid  
 Responsible Service of Alcohol  
 Responsible Conduct of Gambling  
 Barista Skills Course  
 Duke of Edinburgh Award



## Interests:

Marketing/ advertising  
 Event and Facility Management  
 Travelling  
 Promotional Work  
 Modelling  
 Social Activities  
 Gym  
 Basketball  
 Touch Football (University Games 2009)  
 Netball  
 Surfing  
 Swimming  
 Volleyball (University Games 2007)  
 Skiing & snow boarding