

# Resume of Megan Blakely

## PERSONAL DETAILS

Name: Megan Blakely

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## OBJECTIVE *(Optional)*

I plan a career in marketing and advertising, particularly in the non-profit sector, working on social marketing campaigns. I am particularly interested in the areas of public health and education. My skills in marketing and finance will contribute to my career in the non-profit sector.

## EDUCATION

**Current**                      **Bachelor of Marketing and Advertising**  
University of Canberra  
(Graduation in December 2009)

**2003-2004**                      **Associate Diploma in Marketing and Finance**  
Canberra Institute of Technology

## MARKETING INTERNSHIP

**2008**                              **Smith and Allen Marketing, Sydney**  
(Six week internship with private agency, Nov and Dec)

- Prepared several media releases on new products
- Assisted with development of a client marketing strategy around road safety
- Organised and attended three product launches
- Attended in-house workshop on '*Marketing Skills in a Global Environment*'

## EMPLOYMENT

**Current**                              **Office Administrator**  
Ship and Associates, Belconnen ACT

- Range of office and administrative tasks
- Reception/ front office duties
- Schedule appointments using electronic diary
- First point of contact for customers seeking advice.

- 2008**                      **Retail Assistant** (part-time)  
Blue Streak Fashion, Woden ACT
- Providing service and assistance to customers
  - Cash handling and processing skills
  - Knowledge of store policy and procedures
  - OH&S awareness

## **VOLUNTEER WORK**

- October, 2008**            **'Give Katie Wheels' Campaign**  
Worked on the promotional campaign to raise money for a wheelchair for Lily, a Canberra child who suffers from cerebral palsy. In conjunction with the Marketing Students Society, University of Canberra.
- Current**                      **Under 10s Girls' Minkey Coach**  
Tuggeranong Valley Hockey Club
- Skills development and drills
  - Interacting with players and parents
  - Coordinating training sessions and match times
- 2007-2008**                **Retail Assistant**  
Salvation Army Retail Store, Woden
- Merchandise organisation and display
  - Reconciliation of financial statements
  - Customer service and assistance

## **PROFESSIONAL DEVELOPMENT**

- 2007**                      **Certificate II in MS Office Applications**  
Wizard Computer Training, Canberra
- 2007**                      **Effective Skills for Customer Service**  
Quark Training Solutions, Canberra  
(2-day course in customer service)
- 2007**                      Attended '*Marketing in the 21<sup>st</sup> Century*'  
National Conference, Australian Association of Professional Marketing, 12-14 November 2007, Sydney

## **MEMBERSHIPS**

Member, *Marketing Students Society*, University of Canberra

Student Member, *Australian Association of Professional Marketing*

## REFEREES

**Ms Amanda Ship**

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