

LYRECA CORLONCITO

Media and Communications Graduate seeking to utilise advanced knowledge of the Adobe Suite and Microsoft Office. Excellent organisational skills alongside email management. Answered phones, fulfilled data entry and performed administrative tasks. Excels at communicating with clients/patrons with 6+ years of experience in Customer Service.

EXPERIENCE

Auscript 2020 – Current (Contractor)

Audio Transcriber

Create written versions of audio recordings in the legal jurisdiction, listening to audio and writing in long-form text. Reviewing and preparing drafts for the Quality Review team.

Tennis World (National Tennis Centre) 2018 – Current Customer Service Officer

Front of House, Receptionist, data-entry, Tour Guide of Melbourne Olympic Park's facilities, Barista, attends to customer enquiries via email/telephone/in-person.

YMCA 2019

Youth Press Gallery

Print and video journalist, Photographer, Social Media Coordinator, 1st Assistant Director, Video Editor, Videographer.

Silky Jazz Films 2019

Research Assistant for The Capitol Theatre Documentary

Organisation of archival footage that included images, videos and articles, pre-production preparation, overlooking script.

ABC & Arena Media 2018 - 2019

Production Assistant for 'Art Bites: Third Culture Kids'

Producer & Director's Assistant, liaised with talents, location scouting, organised production set.

RMITV 2017 – 2018

Student Volunteer

Undertook roles in the production set both on-screen and off-screen – Producer and Host, Director, Director's Assistant, Vision Switcher, Audio Assistant, Livestream Operator, Autocue Operator.

Australian Open 2016 - 2020

Retail Assistant for Merchandising

Proficient in Point of Sale systems, replenish and rearrange stock on floor, stock-take, coordination with Retail Assistants



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lyrecacee.wixsite.com/website

KEY QUALITIES

Strong problem-solving skills. Great communication and interpersonal skills. Confident writer – blog posts, interviews, and articles. Skilled in video-editing with Adobe Premiere Pro.

and Team Leader, providing the 'Australian Open' experience for patrons.

EDUCATION

RMIT University, Melbourne, Australia

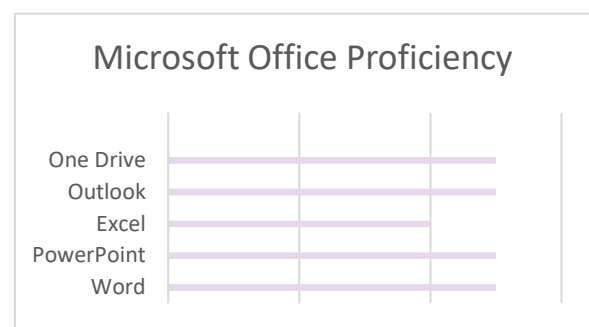
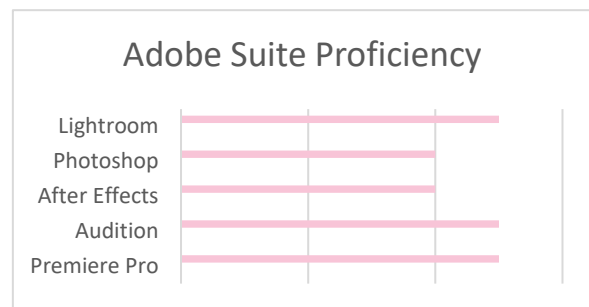
Bachelor of Communications (Media) 2017 - 2019

- **Media Exhibitions:** Showcase of student work every semester.
- **SLAMS Mentor:** A peer mentoring program where HD-average students support fellow students in subjects that they have excelled in.
- Member of the RMIT Volleyball Club.

Marian College, Sunshine West 2010 - 2015

- Leader of the Liturgy Group: Opening and closing school assemblies.

PROGRAMS



REFERENCES

Antuong Nguyen

Owner of Silky Jazz Films (Film Direction and Production)

Suite 4, Level 5/358 Lonsdale St

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Gemma Muscella

Duty Manager at Tennis World

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