



OLIVIA THOMAS

BUSINESS / MARKETING GRADUATE



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Melbourne, VIC

ABOUT ME

I am a reliable, energetic and self-motivated 'people person' with a genuine passion to develop a career in marketing. I am extremely motivated to gain hands on experience where I can develop my skills and contribute positively in any work environment. I'm a personable individual, a quick learner and I work well engaging in team environments. I have excellent time management skills and am confident, ambitious and hard-working. I have enjoyed exploring a variety of diverse marketing subjects and am now keen to apply my learnings and knowledge to a specific role and assist in making an impact for clients.

EDUCATION

RMIT UNIVERSITY 2017-2020

Bachelor of Business | Major in Marketing

- Marketing Principles – Distinction
- Market Research – Distinction
- Internet for Business – High Distinction
- Introduction to Wellness Coaching – High Distinction

GENAZZANO FCJ COLLEGE

Completed Year 12, 2016 | ATAR 80.5

QUALIFICATIONS

Driver's License

RSA Certificate

Cert III in Hospitality

Working with Children Check

Police Check

EXPERIENCE

ENDOTA SPA HEAD OFFICE | 2019

Internship | 1 week

I worked primarily with the marketing team throughout my week internship at the Endota Spa head office. Throughout this week I keenly observed the behind the scenes of the marketing team and largely worked on developing Google Ads for Endota Spa. The opportunity provided me with exposure to what marketing for a well-known business entails especially on a digital platform.

MCG EPICURE CORPORATE BOXES | 2019

Host

Dealing with high-end customers in the MCG corporate boxes. Tending to requests promptly and efficiently. Always being aware of customer satisfaction to deliver an outstanding service experience.

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EXPERIENCE

AMORA HOTEL RIVERWALK RESTAURANT | 2017 – 2019

QPO RESTAURANT & BAR | 2017

Wait and Bar Staff

In both hospitality roles I worked primarily in customer service and dealing hands on with keeping the business running smoothly. At Amora, I was consistently left to run the restaurant by myself which assisted me in developing good time management skills and the ability to work efficiently when provided with a large amount of responsibility. Furthermore, consistently dealing with a high pressure environment equipped me with the ability to work to a high standard despite numerous external pressures.

BABYSITTING / NANNYING | 2012 - 2020

Throughout my nannying years I've dealt with many children ageing between 18 months up until 14 years. Constantly juggling the tasks required with nannying has equipped me with the ability to manage numerous responsibilities at one given time. Along with this I've learnt how to calmly communicate and demonstrate patience in all situations.

VOLUNTEERING

ACRATH CONCERT | 2016

I was appointed team leader and played a pivotal role in creating the ACRATH concert (Australian Catholic Religious Against Trafficking in Humans) for Genazzano in order to raise funds. Responsible for developing and distributing flyers to communicate the event and together with a team of 15 students, managed the run sheet on the day to ensure everything ran smoothly.

BIKES 4 LIFE & CAMBODIA CHILDREN'S FUND | 2015

This was a self-funded 2 week immersion trip to Cambodia, where I had the opportunity to support two charities. Bikes 4 Life is a not for profit organisation that alleviates poverty and social injustice in Australia and overseas by recycling and restoring discarded bikes. Cambodia Children's Fund was the recipient of the bikes in this instance and I was involved in unloading the container full of bikes in Cambodia, preparing them during hosted workshops and then distributing to the children in a presentation ceremony.

CARSNWORTH ELDERLY HOME | 2013

I volunteered my time for two hours a week for one month to assist the residents with their activities. I thoroughly enjoyed providing support and conversation to the elderly people and developed a passion for helping others during my time here.

REFERENCES

Sara Roe | Personal | 0423 803 789

Jacqui Bingeman | Nannying Client | 0429 699 912