**C**urriculum Viti for Joanne Doufus (j.doufos@gmail.com)



I’m sending this resume to apply for the job in your company. I will graduate this year with a double major in history and anthropology.

Study:

University of Queensland

Final year of Advanced Arts degree which is much harder than a normal arts degree. Awarded academic prizes for three subjects.

HSC at Davidson High School

ATAR: 96.5, School Captain

**Work**

Assistant Account Manager Jan 2017 – Mar 2017, Lightbodies Celebration Cakes

• Assistant liaison for key client worth $1.5 million and participated in sales negotiations

• Conducted market research to assist NPD and identified new business opportunities

• Implemented a more efficient and reliable guide to conclude contract agreements

• Compiled and analysed sales data and provided recommendations for business growth

* **Increased sales of ‘Photocake’ by 11% via a successful marketing communication strategy**
* **Worked with external agencies** to produce campaign material to brief and within budget

Recruitment Coordinator Oct 2017 – Jul 2018

Total Recruitment Solutions

• Provided administrative and data management support using Oracle system

• Assisted in recruitment and evaluation of potential Qantas employees

Referee:

Brandy Smith (9856 8745). Brandy is my sister’s best friend and has known me for ages.