**Sally Smith**

32 Leonard Avenue  
South Brisbane Qld 4101   
**Mobile:** 0903 222 343  
**Email:** sally.smith@ozmail.com

**Objective**

To use my professional training and strong social conscience to contribute to the positive development of underprivileged children.

**Education**

University of Canberra

Canberra, ACT AU

**Bachelor of Liberal Studies (Honours)**  
Graduated: November 2007

**Employment History**

Roseville Children's Hospital

**May 06 – Present: Annual Fundraising Organiser**Roseville, NSW AU

Responsibilities:

* Secure sponsorship from prominent businesses
* Oversee marketing campaign for fundraising events
* Brainstorm ideas for advertising and write promotional copy for fliers
* Coordinate entertainment and guest lists

Achievements:

* Implemented 'Sponsor a child' programme where businesses donate money to medical research and overall improvement of hospital facilities
* Raised over $9000 for the hospital in the past three years

World Vision

**October 2004 – March 2005: Marketing Intern**Canberra, NSW AU

Responsibilities:

* Add and manage client information on internal database
* Write press releases for World Vision events
* Research and fact check developmental studies in Developing countries for in-house journalists

Achievements:

* Reorganised company database to access information efficiently
* Successfully promoted events with my media contacts

**Employment History continued**

Roseville Park Tidy Town Committee website

**June 2002 – June 2003: Content Manager**  
Roseville, ACT AU

Responsibilities:

* Update website after committee meetings
* Improve design and create copy to develop the website's full potential
* Research and write articles about sustaining a green environment

Achievements:

* Started the 'What's on?' page where I compiled information on forthcoming events in the local area
* 'What's on?' page was voted the favourite event guide by locals and visiting tourists

UNICEF Canberra

**May 03 – Present: Volunteer**  
Canberra, ACT AU

Responsibilities:

* Manage paperwork for donations
* Compile spreadsheets for fundraisers
* Assist with publicity campaigns

Achievements:

* Helped organise fundraising events such as the UNICEF Cup for Kids and the UNICEF Year in Review

**Key Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Name | Proficiency | Years Experience |
| Administrative | Microsoft Word | Intermediate | 4+ yrs |
|  | Excel | Intermediate | 4+ yrs |
|  | PowerPoint | Intermediate | 4+ yrs |
| Design/Media | Dreamweaver | Basic | 1-2 yrs |
|  | Photoshop | Basic | 1-2 yrs |
|  | Flash | Basic | 1-2 yrs |

**References**

|  |  |
| --- | --- |
| **Jamie Green** – Managing Director Roseville Children's Hospital **Email:** jgreen@example.com.au  **Phone:** 02 9999 9909 | **Tom Wright** – Online Manager Roseville Park Community Centre **Email:** wright@example.com.au  **Phone:** 02 9999 9799 |