

REBECCA SMITH

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3 Leamington Avenue,
Newtown, 2042

EDUCATION

01. 2017 - 2018 Whitehouse Institute of Design (Sydney, Australia)
Bachelor of Design, Interior Design
Awards: High Distinction, "Interior Design Student of the Year" (2018)
Winner: Luxaflex Window Fashions Design Competition 2017
09. 2012 – 2013 University College London (London, UK)
MSc International Real Estate and Planning
Award: Distinction
09. 2008 – 2011 Manchester University (Manchester, UK)
LLB Hons Law
Award: 2:1

RELEVANT WORK HISTORY

07. 2017 - Present Casual work in hospitality for It's Always Sunny Pty., Sydney, Australia
- Promotion and advertisement over social media
 - Involved with the creative representation of both parts of the business
01. 2017 - Present The Australian Wool Institute, Sydney, Australia
- General administrative duties (casual)
09. 2016 - 2017 PA and Team Assistant, De Beers UK Limited, London, UK
- Office and diary management (for a team of 14)
 - Expenses and accounting for Global Head of Corporate Affairs
 - Event management and organization
 - Candidate screening
01. 2014- 2016 Principal – Commercial and Administration Support, Project Finance, Rio Tinto Ltd, London, UK
- Coordination of global travel, venue, and accommodation arrangements for internal and external affairs
 - Accountable for general support to Commercial Strategy and Development team and liaison with broader team
 - Office manager for 20+ people
- 09.2012 -2013 Senior Associate, Harrods, London, UK
- Focus on unparalleled customer service via telephone, email, bespoke *By Appointment* shopping
 - Creative floor display
 - Superior product knowledge
 - Link between higher management and shop floor staff
 - Compiled (and achieved) sales goals and targets

SKILLS

- Detail oriented and results focused
- Numerate and literate
- Equally confident when working as a team member or as team leader
- Excellent communicator with very strong written, analytic and verbal skills
- Strong sense of creative direction as result of previous and current study
- Confident in programs such as ArchiCAD, Creative Cloud Suite, Office 360, Microsoft packages