

RESUME

DARCY
GABRIEL

Phone: 0477 227 641
Email: darcygabriel@gmail.com

EDUCATION

Senior Secondary School Certificate | Narrabundah College

FEB 2016 – DEC 2017

ATAR – 71.80

University of Canberra

FEB 2018 – DEC 2020

Bachelor of Arts (Digital Media)

EXPERIENCE

Future Student Advisor | University of Canberra

JANUARY 2020 – CURRENT

First point of contact for prospective student enquiries. Answer calls and emails professionally and undertake face-to-face meetings with prospective students.

Student Ambassador | University of Canberra

JANUARY 2019 – DECEMBER 2020

Work with On-Shore Recruitment to bring new students to the University. Organise and host events and stalls. Customer Service.

Bookkeeper/Manager | Literally

MARCH 2016 – DECEMBER 2017

Administered books. Graphic Designer. PR manager.

SKILLS

- Teamwork Experience
- Interpersonal Communication Abilities
- Travel Experience
- Over-Counter Customer Experience

ACTIVITIES

Member of Yass Rotary Interact Club – 2014

Completed RSA Certificate – September 2017 (Expires September 2020)

Completed VET Certificate II in Creative Industries (Media) CUF20107 – 2017

Self-Taught Indonesian (A2 Level)

REFEREES

Catherine Allen

Future Student Team Manager.

Phone: 02 6201 5877

Nick Anasson

Team Leader – Onshore Recruitment at University of Canberra.

Mobile: 0459 074 227 Phone: 02 6201 5830