

## CV – EMILY WOODS

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Home Address: Darwin College  
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UK and Australian passports

### ***Education***

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Monash University, Clayton Campus, Melbourne, Australia July 2006 – July 2008  
Bachelor of Commerce (Marketing)  
Won first prize for undergraduate degree

The University of Melbourne, Australia February 2003 – December 2005  
Bachelor of Arts (History and Economics)  
Resident Trinity College

Melbourne Girls Grammar School, Australia February 1996 – December 2001  
Victorian Certificate of Education: English, Maths Methods, French, History, Drama, Music – Vocal Performance,  
ENTER Score: 95.1 (out of a possible 99.95)

Melbourne Grammar School – Grimwade House, Australia February 1989 – December 1995

### ***Employment History***

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**Consultant: Pinpoint HRM ([www.pinpointhrm.com.au](http://www.pinpointhrm.com.au))** June 2006 – August 2008 (20 hours per week)

Pinpoint HRM is an HR consultancy specialising in helping clients prepare for, select, implement and optimise online recruitment technology.

I was originally employed for 4 weeks to complete a research project but continued two days a week during term time and full time whilst on university holidays. Responsibilities included:

- Implementing and configuring eRecruitment systems for clients including Powercor/CitiPower, Blackwell Publishing, Yarris (formally Contractor Solutions) and Oxfam
- Developing detailed client-specific user guides for training and ongoing use
- Attending client meetings and suggesting and completing updates and changes to system configurations
- Conducting client new user and refresher training
- Taking responsibility for an annual research project, as well as training and managing two new employees

#### **Key achievements**

- Rapidly developed an understanding of Taleo eRecruitment system
- Developed, implemented and managed complicated systems for Oxfam's International Recruitment Program
- Implemented, managed and supported Powercor's 2008 Graduate Recruitment Program
- Successfully conducted an annual research project (2006 - 2008) examining the recruitment systems of 500 Australian companies

**Internship: PricewaterhouseCoopers, Melbourne, Australia** December 2007 – January 2008

I completed a 6 week summer internship in the 'Performance Improvement – Growth' consulting division. I worked in a core team of 2, developing detailed strategies for *beyondblue*, a not-for-profit organisation working to address issues associated with depression and anxiety in Australia.

#### **Key achievements**

- Conducted an analysis of *beyondblue*'s competitive environment, interviewed *beyondblue* employees and managers, and presented results to our client
- Presented an individual, 15 minute powerpoint presentation to PwC partners and managers
- Offered full-time graduate employment on completion of internship

**'G.O.' - Childcare Coordinator: Club Med Holiday Villages, Lindeman Island Queensland** January 2007

Club Med is a highly respected international holiday destination with resorts all over the world. The main attraction are the 'G.O.s' (Gracious

Organisers) who live and work on the island, and are responsible for all the recreational activities provided for the guests. Daily tasks included:

- Having responsibility for up to 25 children. Advising parents on possibilities
- Participating in the diverse sporting and cultural life of the village
- Welcoming and interacting with guests and acting as MC during evening entertainment
- Organising a range of activities including pool games and treasure hunts

**Work Experience - Marketing Assistant: K2 Asset Management**

January – May 2006 (Full time)

- Acquired an understanding of the Client Database (ACT) and Unit Register (Excel)
- Maintained and updated website
- Amended and updated marketing presentations of financial products
- General administration: front reception, filing and accounting duties

**History Internship: ANZ Bank Group Records Management & Archives**

June – November 2005

- 60 contact hours during the semester as part of my History major
- Researched and designed a historical display for the Moonee Ponds ANZ branch
- Researched and wrote an article for an intranet publication
- Acquired an understanding of Trim (ANZ document management system)
- Final assessment mark obtained: High Distinction

**Various casual jobs including waitressing, telemarketing and babysitting**

January 2002– December 2005

**Teaching assistant/GAP student: The Dragon School, Oxford, UK**

January – December 2002

In the year between school and university, I completed a 'GAP' year, working in a junior boarding school in the UK. Features of this work included:

- Working in a team of 6 'GAP' students, organising school sporting events and fundraisers
- Having responsibility for up to 30 children, including supervision of outdoor activities (e.g. caving)
- Assisting classroom teachers in a wide range of educational activities
- Completing administration duties: filing, word processing
- Various waitressing, at social functions

**Skills, Leadership and Awards**

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**Skills**

- Strong work ethic proven by recent academic results, and progression and reliability in employment
- Problem solving and analytical abilities grounded in challenging self-based learning experiences
- Excellent public interfacing, interpersonal and communication skills, fostered in the workplace and extra co-curricular activities
- Time management and the ability to produce results when placed under pressure gained by having a broad range of commitments
- Organisational and administrative skills obtained through current and past employment

**Leadership**

Captain of 'Melbourne Old Girls Grammar' Netball	2008
Captain of Trinity Girls Basketball	2004
- Team selection, taking trainings, promoting matches and organising social events	
Social Club Leader, Trinity College	2004
- Arranging and promoting college events and giving general encouragement to new students	
Senior House Captain (Prefect), MGGS	2001
- Leading house meetings, coordination of all house activities, arranging and attending school events	
Senior Music House Captain	
- Group selection, taking rehearsals, encouraging participation	
- Winner of House Music Competition 2001	
Middle School House Captain, MGGS	1998
Junior School House Captain, MGS	1995

**Awards**

Winner: Monash Marketing Awards for Excellence – Bachelor of Commerce (Marketing)	2008
Finalist (2 <sup>nd</sup> place): Monash Marketing Awards for Excellence – International Marketing	2007
Winner: Senior Club Tennis Championships, Ladies Singles (East Malvern Tennis Club)	2007

Choral Scholarship: Trinity College, Melbourne University	2003 - 2005
- I obtained a scholarship to help fund my Arts degree and residential stay at Trinity College	
Winner of The University of Melbourne Murray Sutherland Prize	2004
- Best Performance Award (chosen from all productions at Melbourne University in 2004)	
Trinity College: Best Performance award (Drama)	2004

### Extracurricular Activities

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#### Sport

Netball: 'Melbourne Old Girls Grammar' Association (Captain)	2006-2008
Tennis: East Malvern Tennis Club Pennant (Player no. 1)	2007-2008
Basketball: Hawthorn Basketball Association (Grand Finalists 2007, 2008)	2005-2008
Trinity College Girls Basketball Team (Captain 2004)	2004

#### Music

Choir of Trinity College, The University of Melbourne	2003 - 2005
- International tours : USA (2004), UK (2003)	
- Performing Evensong each week during semester	
- Performing in many other events including weddings, funerals, other college services, regular concerts around Melbourne and on ABC radio	
- 10-12 hours per week	

#### Drama

'West Side Story' – lead role (Anita)	2004
'Fame' – lead role (Miss Bell)	2003
'The Boy Friend' – lead role (Madame Dubonnet)	2001
'Lord of the Flies' – lead role (Ralph)	2000
Shakespeare's 'Love's Labour's Lost' – supporting role (Katherine)	2000

#### Community Service

Volunteer for Murdoch Children's Research Institute	2008
- Fund raising events	
Recording of 'Hush Collection', a CD series whose proceeds go The Royal Children's Hospital	2005