

## Tanaya Allen

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### Objective

I strive to undertake opportunities that complement my studies in the media and marketing fields and allow me to contribute to teams by utilising my existing professional skills.

### Qualifications

2018 - Current	Mental Health First Aid Accreditation
2018 – Current	Training in Responding to Disclosures of Sexual Assault
2018 – Current	Training in De-escalation of Violence
2017 – Current	First Aid Certificate
2017 – Current	Working with Vulnerable People (WWVP)
2014 – Current	Driver's Licence

### Education

2017 – Current	Bachelor Media Arts and Production/Bachelor of Arts in Content Marketing Strategies and Web Design and Production   <i>University of Canberra</i>
August 2019 – December 2019	Semester Abroad   <i>Vancouver Island University (Canada)</i>
June 2018 – July 2018	Short Course   <i>Nanyang Polytechnic (Singapore)</i>
2011 – 2016	Higher School Certificate   <i>Central Coast Adventist School</i>

### Referees

Dee Adam	Student Experience and External Relations Manager   <i>University of Canberra Faculty of Arts and Design</i>   PHONE NUMBER   Dee.adam@canberra.edu.au
Lyndon Iles	Deputy Manager Student Mobility and Support Services   <i>Australian National University</i>   0430 339 962   Lyndon.iles@anu.edu.au   Previously Senior Advisor at University of Canberra Global Learning
Luke Favero	Residential Life Manager   <i>UniLodge</i>   0455 776 648   Reslifemgr.uc@unilodge.com

### Volunteering Experience

2018 – 2019	Student Collaborative Leadership Group for University of Canberra
2017 – 2019	Events Crew for UniLodge
2017	AIME Mentoring
2016	Make a Difference (MAD) Project in Vanuatu
2014	Strom Co Community Project in Brewarrina

## Professional Experience

- September 2020 –  
Current *Canberra Home Builders | Web Developer and Marketing Officer*  
Independently work to build and maintain websites and implement marketing initiatives.
- January 2018 –  
Current *University of Canberra | Student Experience Officer, Student Ambassador and previously, Global Learning Administrative Officer and ASK Advisor*  
As a Student Experience Officer within the Faculty of Arts and Design, I work with a team to enrich the student experience through personalised course advice, events and liaising with academics.  
  
The Student Ambassador role assists with marketing and recruitment for the University through events and one-on-one consultations.  
  
During my role at Global Learning, I undertook administrative tasks associated with overseas study programs, social media marketing and website restructure.  
  
The ASK (Academic Skills and Knowledge) Advisor role involved assisting university students with study help and general library queries.
- November 2018 –  
March 2020 *Department of Foreign Affairs and Trade | New Colombo Plan Alumni Ambassador*  
The New Colombo Plan is an initiative of the Australian Government which supports Australian University students to study within the Indo-Pacific region, the Alumni Ambassador program encourages returning students to share their experiences through events and mentorship.
- June 2019 –  
July 2019 *Social Chain, Fear City Brand and Just Atonement | International Intern*  
During this month-long internship I worked with three companies to deliver marketing briefs and client pitches in the fields of law, clothing and social media.
- January 2018 –  
January 2019 *UniLodge | Residential Advisor*  
This role acted as the first responder to all social, pastoral and practical care of University residents. I also worked with a team to run and evaluate events.
- January 2018 –  
December 2018 *ACT Government | Student Ambassador, Economic Development Administrator*  
The cross-institutional Student Ambassador role allowed me to interact with students from various cultural backgrounds.  
  
From this, I undertook a temporary role in Chief Minister, Treasury and Economic Development Directorate where I performed finance-related administrative duties.
- July 2017 –  
July 2018 *Creative Field Marketing, Big Brand Influence Group, Conversion Live, Retail Safari, Lollipops Playland | Various Marketing Positions*  
Throughout these roles I had the opportunity to utilise my marketing and customer service skills, whilst gaining insight into the marketing industry.
- October 2012 –  
July 2016 *McDonalds | Customer Service*  
Based with a strong sense of teamwork, this role helped me develop professional skills and gain experience working in a global company. With a focus on customer service, this role served as the foundation of all future professional roles.