

INDIGO MILLER

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EDUCATION

University of Canberra double degree

2016 – present

- Bachelor Business (Marketing) and Bachelor Communication and Media (Corporate and Public Communication)
- Semester abroad studying at Richmond, The American University in London Aug – Dec 2019
- Marketing Communications study tour in Malaysia and Singapore for which I was a recipient of the New Colombo Plan Scholarship Jun – Jul 2018
- UC Advertising and Marketing Society Committee member 2019 – present
- Current GPA of 6.167 – D/HD average

Primo Levi High School, Milan

Jan – Dec 2015

- Completed scholastic year in Italy where I lived with a host family and attended high school
- Italian language proficiency

PROFESSIONAL EXPERIENCE

Marketing Intern at The Mark Agency

Feb 2020 – present

- Full-service marketing agency in Braddon, Canberra
- Responsibilities include social media management, copywriting, researching, writing and editing content for articles, websites and blogs including ‘Out In Canberra’
- Developed excellent written and verbal communication, networking and interpersonal skills
- Fortunate to write about issues that interest me such as culture, art, history, theatre, film, music, and language

Marketing Manager at Niugini Arabica Café

Jun - Aug 2019

- Responsibilities included managing B2B deliveries, invoicing, stakeholder management
- Social media management, creating content and writing and editing copy for all social media accounts

Peer Assisted Learning Leader for ‘Marketing Fundamentals’ Unit, UC

Semester 1 2019

- Responsibilities included teaching and mentoring students with marketing concepts, helping students to think critically and learn to problem solve autonomously
- Assessing student learning needs, addressing strengths and weaknesses, explaining course work and theory, answering student enquiries, recommending learning methods, assisting with assignments and exam preparation, and preparing work booklets and fun and interactive learning activities
- Chosen for position based on high GPA and outstanding results in Marketing Fundamental unit

Advertising and Marketing Society Committee Member, UC

Aug 2019 – present

- Responsibilities include copywriting for online content and social media accounts, organizing and attending events such as fundraising events and industry trips to Sydney and Melbourne

English Language Tutor*Feb - Dec 2015*

- Responsibilities included completing writing, speaking, reading, and listening activities with primary, middle school, and high school students in Milan, Italy
- Assessing student learning needs, strengths and weaknesses, explaining course work and theory, answering student enquiries, recommending learning methods, assisting with assignments and exam preparation, and preparing work booklets and fun and interactive learning activities

Barista at Canberra Museum and Gallery*July 2020 – present*

- Responsibilities included customer service, barista work, food preparation, waiting tables, cleaning, handling money, and closing and opening the till

Barista at Niugini Arabica Café*Mar 2016 – Aug 2019*

- Responsibilities included customer service, barista work, food preparation, waiting tables, cleaning, and handling money

Floor staff at ZARA*Mar - Dec 2016*

- Responsibilities included customer service, stocking shelves, replenishing stock, assisting customers in the fitting rooms, assisting customers with styling advice

Children's Swim Teacher and Lifeguard at Goulburn Aquatic Center*2014 – 2015*

- Responsibilities included teaching children from ages 4-12 in one-on-one and group lessons
- Qualifications included First Aid Certificate, Resuscitation Certificate, and Bronze Medallion, and intensive lifeguard and swim teacher training

Barista at Bryant's Café Bakery*2011 – 2015*

- Responsibilities included customer service, food preparation, waiting tables, barista work, cleaning, handling money, and closing and opening the till at the beginning and end of the day

VOLUNTEER AND LEADERSHIP EXPERIENCE

- Volunteer worker at Royal Trinity Hospice Secondhand Store, London *2019*
- Volunteer worker at RSPCA *2017*
- Volunteer worker at Yabboq Adult's Disability Centre, Milan *2015*

SKILLS

- Proficient on Microsoft Office Suite, Google Suite, Outlook, Word Press, Planoly, iMovie, Dropbox, and all major social media platforms
- Strong ability to manage and maintain social media accounts, create, write and edit copy for social media accounts, blogs, websites, and articles
- Proficient marketing research, planning, strategy, design, and analyzation skills
- Comprehensive knowledge of marketing environment, theories, concepts, processes, and plans
- Excellent written and verbal communication, networking and interpersonal skills
- Outstanding organizational skills, proactive nature and eagerness to self-start
- Strong analytical and problem-solving skills
- Excellent ability to work both autonomously and in group environment
- Outstanding customer service, stakeholder management, and client liaison skills
- Outstanding leadership skills and eagerness to take initiative

References upon request.