

## EDUCATION BACKGROUND

### RMIT University

*Bachelor of Communications (Journalism), 2016 - 2018*

GPA of 3.2

- Student Ambassador (2017)
- Short courses in Photography and Shorthand

### Penrhos College

*WACE Certificate, 2010 - 2015*

ATAR of 96.5

- English, History, Politics, Photography and Information Technology

## PROFESSIONAL EXPERIENCE

### Marketing Assistant

*Engineering Institute of Technology, March 2019 - Present*

- Assisting in maintaining and raising a social media profile through positive interaction with customers
- Liaising with graphic designer to help coordinate brochure updates
- Social media marketing by assisting with all social media accounts
- Assisting with website audits
- Maintaining customer database (Using SugarCRM)
- Coordinating promotions on Facebook
- Assisting with enquiries over LiveChat
- Adhoc assistance to course advisors when required, such as calling leads

### Marketing Intern

*Santa Maria College, February 2019 - Present*

- Creating content for social media channels
- Administrative work and office duties
- Creating video and graphic content
- Taking photos for uploading online
- Writing stories for publication
- Interviewing talent for feature stories

### Journalism Intern

*Meld Magazine, March 2018 - July 2018*

- Pitching and writing stories following relevant content guidelines
- Sourcing images and creating graphics for social media

### Editorial Committee Member

*Catalyst Magazine, 2017 - 2018*

- Overseeing content management on deadlines
- Editing and creating graphic content
- Writing stories for publication
- Sourcing talent

## AWARDS AND FURTHER ACHIEVEMENTS

2017 Ossies Award for Innovation (Group)  
"Fact Check Your Mother"

Volunteer for Global Hand charity in Laos for one month in both 2013 and 2015. The experience involved constructing classrooms for local schools and working with deaf-mute children at Sister Katherines.

## MY INTERESTS

- Photography (Portrait and Landscape)
- Graphic Design
- Video and Photo editing

## REFERENCES

TO BE SUPPLIED ON REQUEST



# ISABELLA FOSTER

## JOURNALISM GRADUATE

A recent graduate of the Bachelor of Communications (Journalism) program at RMIT University.

## PROFESSIONAL SKILLS

- English spelling & grammar
- Basic knowledge of HTML and CSS
- Photography and Web Design
- Proficient in Wordpress, Canva, Squarespace, Wix
- Proficient in Photoshop, InDesign, Premiere Pro
- Proficient in MS Office

## CONTACT ME:

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