

OLIVIA MAY MIDDLETON

CONTACT

0435168511

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SKILLS

Microsoft Office Application Programs

Adobe Software

Public speaking

Writing

Communication

Content creation

Problem solving

University of Queensland

2023-2027

Bachelor of Communications/Arts

St Aidan's Anglican Girls School

2017-2022

Graduated with an ATAR of 92.35

PROFILE

An enthusiastic and hard-working student at the University of Queensland, in my third year of a Bachelor of Arts and Communications: majoring in political science and public relations. I'm seeking part-time employment in a professional environment that will allow me to grow and further explore my potential. I pride myself on my interpersonal skills, determination, and attention to detail that I bring to any project or task.

EXPERIENCE

Retail Assistant at Brookies Rural Traders

2023-2025

I engage directly with customers in store and online to provide exemplary service and a positive experience with the company. In the past, I took on responsibilities such as managing online orders, which involved reaching out to customers through email and phone calls. Furthermore, I have represented the store's brand at external events by working a pop-up store and connecting with the local community and customer base. I know many of my customers by name and understand the importance of creating a connection with the public.

Radio Host and Journalist at 4ZZZ (Volunteer)

2024-2025

I currently volunteer at the station to write, produce, and present local news stories on 4ZZZ's Saturday afternoon show, Brisbane Line. I have successfully reached out and connected to interviewees such as Pip Kiernan (Chair of Clean Up Australia Day) and Lucy Barnard (Australian Geographic Society's Adventurer of the Year) to record their stories. As a requirement of being a show host, I have also been trained in media law for radio broadcast. Producing the stories involves extensive editing, research, and the discipline to meet a self-determined deadline.

References:

Darcy Findlater
Manager at Brookies Rural Traders
0401163469
saddlery@brookiesrural.com.au

Roger Christian
Director at Camp Laurel South
roger@camplaurelsouth.com

Zedlines Internship at 4ZZZ

2024

Before staying on at 4ZZZ as a volunteer host, I completed the Zedlines newsroom internship. This involved writing and presenting news stories on the hour between 7 to 11am. I learnt how to write efficiently to provide a brief snapshot of local, national, and international breaking news. This internship also developed my skills in delegating tasks and working as a team in a professional environment. Managing social media and website updates was also a key responsibility of this role.

Camp Counsellor at Camp Laurel South (Maine, USA)

2024

For four months, I had the opportunity to travel to America to work as a counsellor and horseback riding instructor at a prestigious summer camp. Although it was the most fun experience of my life, it also served as a lesson in resilience; playing big sister to a cabin of twelve thirteen-year-old girls wasn't for the faint of heart. Throughout my time there, I learned to mitigate safety risks around the horses while still ensuring that my students were having fun. It was also a test of my interpersonal skills, navigating the relationships between the kids in my cabin, and the diverse group of counsellors that I worked with.

Front of House at the Moggill Cafe

2023

I provided customer service in a fast-paced environment in which I worked as a waitress, behind the counter, as well as fulfilling cleaning duties.