

Passionate and Versatile Candidate Applying for Remote Role

Accomplished, dedicated, outside-the-box-thinker with a predilection for writing, teaching and assisting in a number of industries including architecture, publishing, wellness and media open to a dynamic remote role.

Enthusiastic and diligent writer and editor with a positive outlook on life and diverse range of transferable skills to excel in a multitude of industries. Well-organised and ambitious with aptitude for crafting interesting and accurate creative and journalistic content for various platforms. Professional and academic experience in a wide array of sectors supports both a well-versed copy style and inner confidence in teaching and assisting.

Areas of Expertise

- Executive & Personal Assisting
- Ghostwriting Books
- Academic Research Papers
- Architecture & Sociology
- Health & Wellness
- Interviews & Journalism
- Teaching Young Adults
- Blog & Web Content
- Magazine Feature Articles

Career Experience

Freelance Journalist & Copywriter, Sydney, California & London

2017 – 2022

Creating and editing unique content for articles, blogs and web copy while ensuring delivery of company-specific voice within various sectors. Interviewing individuals in various industries including for purposes of a published book. Conducting in-depth, accurate research into subject matter to identify key facts and information. Maintaining open stream of communication and collaborating effectively with creative teams in all phases of client projects.

- Writing and editing for various publications and businesses including: HBO, CNN, AT&T, Brabham Motorsports, Verse Digital Media and Global Superyacht Marketing. **Portfolio:** <https://tinyurl.com/ngwjst3u>
Please note: Portfolio does not include confidential ghostwriting or white label content
- Excelling in an autonomous, freelance capacity while ensuring the timely delivery of projects for clients located across the UK, Europe and Australia.

EA | Business Development, Ross Taylor & Associates | Promim ICT, Sydney | Metroplan, Perth

2017 – 2019

Provided written and administrative support to CEO in addition to co-crafting strategic architectural reports, fee proposals, and accurate minute taking. Prepared presentations and managed correspondence to be delivered to key stakeholders such as engineers, lawyers, designers, architects, and tenants. Crafted intriguing industry features and blogs to ensure the company and architectural industry are constantly updated.

- Significantly boosted client engagement resulting in 40% increase in sales through effective social media, website, and blog copy creation for Metroplan.
- Accomplished opportunity to write detailed, research-based report and fee proposals, after only three months of employment, resulting in significant revenue increases for CEO and clients.
- Effective at client order management by holding sole EA position for CEO including spearheading correspondence with all stakeholders and clients from numerous industries.

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Wellness Retreat Facilitator & Yoga Teacher for Women and Teens, Chelsea Joy Yoga, Sydney 2015 – 2020

Created, delivered, and managed personal development and wellness workshops. Clients and programs included Bankwest, primary schools, City of Perth underprivileged women's groups, and City of Gosnells' health funding for young adults with disabilities. Yacht wellness retreats promoted to corporate and VIP clients on charter and private yachts. Aimed to create safe spaces and tools for anxiety and stress prevention through yoga and meditation.

- Successfully founded and created own businesses including crafting and editing all copy and e-books.
- Attracted and secured all yoga and wellness clients through effective online engagement on social media, self-made website, and email campaigning.

Additional Experience:

Chief Stewardess and Deckhand, Sydney VIP Yacht Charters & Triple 888 Private Yacht, Sydney Harbour
Tesla Chauffeur, Evoke, Sydney (Confirmed the only female Tesla Chauffeur in Australia at the time.)

Corporate Yoga Teacher, Bankwest & Qantas Business Class Lounge, Perth

Kid's Vinyasa & Yin Yoga Teacher, Yogazoo, Perth

- Created and ran Perth's first ever children's yoga workshops with the aim of enhancing mindfulness and mental focus in a total of 15 schools across the city.

Vinyasa Yoga for Disabled Teens, Gosnells Community Centre, Perth

- Taught unique and entertaining yoga classes for students with Down Syndrome, Cerebral Palsy, and autism.
- Successfully created first-ever yoga class for teenagers with disabilities with ongoing government funding.

VIP Events Supervisor, Rancho Valencia Resort & Spa, La Jolla World Class Tennis Resort in California

- Managed 8-15 catering staff at formal functions for high-profile HNWI's including Bill Gates and Tiger Woods at a World Class *Relais & Chateaux* tennis resort.

VIP Events Assistant Manager, Mission Ranch, Carmel, California Refined Lodge and Event Venue

- Managed 5-10 catering staff at VIP functions and weddings at Clint Eastwood's Mission Ranch property, including the Pebble Beach Golf Pro Am & Monterey Jazz Festival.

Education

Master of Urban Planning with focus on Biophilic Architectural Design, 3.7 GPA

The University of Melbourne, Australia, 2013 – 2014

Exploring the physical and mental health benefits of nature on humans, and how a nature-integrated approach to strategic architecture, design and planning helps foster the health & wellness of people in coastal communities.

Bachelor of Sociology, Minor in Jazz History, Magna Cum Laude Honours 3.8 GPA

The University of California, Santa Cruz, 2007 – 2011

Awards

The CEO Institute Scholarship, 2015 – 2017

Supporting the professional development of burgeoning women in business

JRD Group Scholarship Award, 2014 – 2015

International Postgraduate Academic Scholarship, The University of Melbourne, 2013 – 2014

Competitive scholarship awarded to high achieving (top 5%) incoming international students

Volunteer Experience

Dog Walker for Disabled & Elderly Individuals, The Cinnamon Trust, London, 2020-2021

Cancer Support Volunteer, Solaris Cancer Care & Sir Charles Gairdner Hospital, Perth, 2017 – 2018