

# Curriculum Vitae of Amy Ehsman

## Contact Details

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## Qualifications

**Bachelor of Communication (Advertising and Marketing)** University of Canberra 2008

Certificate of Attainment in Hospitality and Tourism 2006

Grade 5 AMEB Trumpet 2002

## Employment

### **University of Canberra, 'Australia's Capital University'**

*September 2008 – November 2009*

Student Services Coordinator

This position incorporated various responsibilities and duties in roles which included the Activities and Events officer; the Clubs and Societies officer; Events Manager; and Market day officer. These roles entailed a responsibility for policies, public liability, media attention and successful results. With the above duties I was responsible for marketing and acquiring sponsorship both financial and in kind. In order to have a sound understanding of the student body I also facilitated focus groups and constantly listened and acted on student needs.

As the clubs and societies officer for over fifty sporting, cultural, hobby and social clubs it was crucial to display excellent time management and interpersonal skills to address and respond to all interests, conflicts and needs. In order to manage clubs effectively I wrote manuals which entailed policies and procedures for executives to adhere to, I also administered five executive meetings to effectively communicate to executive bodies and resolve communication difficulties. Responsibilities for managing such a large body of student interests included affiliating and funding the clubs through University money. This involved running treasurer workshops and mentoring club members on how to meet audit requirements and other essential tasks such as coordinating meetings, fundraising and running market day stalls and events.

Rewarding outstanding achievement was also important, and in this duty I organised judging panels and presented awards and credits to students at the prestigious Clubs and Societies Blues and Leadership Awards Night where significant and influential staff presented awards.

As the Activities and event officer I was responsible for organizing and managing the important events below:

- Organizing Orientation Weeks in Semester One and Two as well as the University's Open Day  
These events involved student, community and business representation. The weeks were designed to inform and introduce both international and domestic students into a diverse campus;
- World's greatest Shave  
Liaised with the Leukemia Foundation, this event gained TV and print media attention;
- Blues and leadership Awards Night  
In recognition of outstanding student achievements over the year;
- Bush Dances;  
To help international students, adapt to Australian culture;
- Sexual Health And Guidance Week  
This week was designed to inform students on health benefits through interactive and fun activities. This week gained TV, radio and print media attention;
- STONE Week  
A traditional fun activities week amongst students which involved music and fundraising events;
- International Food Fair;  
A chance for diverse student groups to connect and share their culture through food and dance;
- Trivia nights;
- Bar Nights;
- General activities and support for students and student bodies on campus;

[See <http://www.canberra.edu.au/ucu/clubs>]

### **Australian War Memorial, Canberra**

*June 2005 – December 2007*

Educational Assistant

This position required me to deliver educational and public programs to a range of visitors including school students, teachers, international visitors, community and other special interest groups. Using a syllabus and educational outcomes I assisted in the development and delivery of programs and learning resources both on-site and as outreach. I learnt the

importance of telling stories to encourage students to learn and remember Australian history. I also liaised with Memorial staff, school teachers and tour organisers on matters affecting group visits and the delivery of programs.

### **Aarwun Gallery, Canberra**

*December 2003 - 2007*

Gallery Manager

Aarwun Gallery was an eclectic gallery ranging in diverse investment and local artwork. During my time working in the gallery, I had to exhibit a smart approachable manner and deliver a high customer service, to ensure the sale of artworks. This position entailed me to liaise with artists regarding their exhibitions, sales and brochures.

The annual art exhibition and seasonal exhibitions required marketing and promotional skills. I would often write media releases, organize the fine detail in the aesthetics of the gallery and update information and the main website. My interpersonal skills which I developed from this position have helped me to negotiate and communicate effectively with the public.

## **Community Work**

- Volunteer lecturer in Logistics and Distribution at the Maharishi Vedic University, Cambodia, 2008;
- Assisted in the development of a science communication syllabus at Klaipeda University in Lithuania, 2008;
- Member, Get Up Australia, 2007-2008 (group promoting participation in democratic processes on a range of social and political issues);
- Volunteer at the Dawn Service, Anzac Day, Canberra, 2006.

## **Membership**

- President of Students in Free Enterprise (SIFE) 2007-2008, University of Canberra. Managed three community projects;
- 2009 ACT representative for the Marketing Tertiary Access Group (TAG).

## **Awards**

- 2007 Upstart Award for Students in Free Enterprise, University of Canberra;
- 2007 SIFE Nationals;
- 2007 Award, Interpretation Association of Australia (cultural heritage);
- 2004 Caltex Best All Rounder Award for school and community contribution;
- 2004 Merit Award in History, Hawker College;
- 2004 Toc-H Youth Leadership Award.

## Referees

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