

KYLE WALATARA

CURRICULUM VITAE

PROFILE

I am a strong-willed, motivated individual with a great passion to continue learning and developing in life. I am a big-picture thinker that appreciates and respects the many people, processes & relationships that form a whole organisation. Throughout my studies I was consistently exposed to the inner workings of university management and saw first hand how instrumental and impactful such community-oriented roles have on the lives of those in our community.

CONTACT

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KEY SKILLS

- Interpersonal Skills
- Verbal and Written Communication
- Teamwork & Teambuilding
- Relationship Management
- Resilience and Adaptability
- Analytical Thinking
- Organisation and Time Management

PROFICIENT APPLICATIONS

- Microsoft Word, Excel, Powerpoint, Project & Access
- Adobe Illustrator, InDesign, Premiere Pro, After Effects Photoshop & Lightroom
- Wordpress
- Quickbooks & Xero

EDUCATION

Bachelor of Business (Management)

Bachelor of Commerce (Finance)

Bond University, Gold Coast, Queensland

Date of Completion: 3 February 2021

Highlighted Accomplishments:

- Excellence Scholarship Recipient
- Bond Business School Student Liaison Committee 2020
- Student Ambassador 2019, 2020
- Business Model Execution Award 2020

Queensland Certificate of Education

Tamborine Mountain College, North Tamborine, Queensland

Date of Completion: 16 November 2017

Highlighted Accomplishments:

- School Captain
- The RJ & MG Nicholls Prize for Most Outstanding Student

WORK EXPERIENCE

Marketing Assistant

October 2019 to Present

Coomera Anglican College

- Established & implemented a strategic plan to relaunch the sports programmes as a greater value proposition for prospective students.
- Developed, created & executed engaging social media content for the college, specifically attracting student audiences.
- Represented and advocated student interests & perspectives in strategy and engagement meetings.
- Formed and managed relationships with internal and external stakeholders to provide greater insight into the colleges' marketing strategy.
- Assisted the Enrolments team, Marketing Manager and administration during peak times and in day-to-day tasks.

WORK EXPERIENCE CONTINUED

Assistant Business Manager (Marketing)

December 2019 to Present

Shibukai Martial Arts

- Managed the schools' brand & marketing strategy and developed social media and traditional media content during enrolments season.
- Managed over 100 recurring client accounts including insurance, billing, scheduling and administration and onboarded over 50 students each year.
- Advised on and coordinated the organisations' strategic planning, expansion opportunities and business model generation.

Consulting Intern

October 2020 to December 2020

TMS Consulting

- Assisted lead consultants in preparing specific and personalised consulting proposals for prospective clients.
- Liaised with multiple consultants to analyse and prepare detailed reports based on personnel interviews and broad client observations.
- Researched and developed white papers, blogs and content for the company to publish including in-depth analysis on current organisational and functional review frameworks.

Leadership Program Director

December 2018 to December 2019

Shibukai Martial Arts

- Developed a structured program through in-depth research and analysis on modern leadership concepts in sporting and volunteer organisations.
- Coordinated and hosted several theoretical and practical seminars in a collaborative classroom style utilising a wide range of communication skills.
- Initiated projects and tasks to build teamwork, reliance and trustworthiness amongst the leaders through team-building exercises and modern team theory.

Technology & Print Team Member

October 2017 to January 2020

Officeworks Nerang

- Developed greater verbal communication skills talking to customers over the phone & in-store.
- Promoted and participated in operations to enhance team member cohesion and teamwork.

VOLUNTEER EXPERIENCE & EXTRACURRICULAR

Vice President

October 2019 to November 2020

Bond University Business Students' Association

- Developed & managed a 12-month strategic change plan targeting an increased corporate presence, more student opportunities and exceptional networking events.
- Liaised with the Chancellery, Business School and various university departments through formal meetings, email and phone calls to lead the changes in the 12-month plan.
- Managed the Corporate Relations, Marketing, Publications and Events portfolios; delegated tasks & organised the entire team for upcoming projects, events and meetings.
- Acted in an approachable way, initiating most projects and then playing an assistant role to other team members. Thus allowing more exceptional teamwork and inspiring a collaborative approach.

Marketing Director

January 2018 to November 2020

Bond Investment Group

- Developed and managed relationships with university management, student groups and corporate partners.
- Developed and designed a comprehensive strategic marketing plan for all events & projects.
- Contributed to the day-to-day operations of the organisation, solving problems and creating connections for the group.
- Participated in investment decisions and management of the student-run share portfolio.

ACCREDITATIONS & PROFESSIONAL MEMBERSHIPS

- CFA Institute, Code of Ethics and Standards of Professional Conduct, 2019
- Bloombergs Market Concepts, 2018
- Xero Certification (Course Deliverable), 2018
- Financial Planners Association of Australia Student Member, 2018 to Present

REFEREES

Mrs. Aimee Bartlett

Marketing & Communications Manager
Coomera Anglican College

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Mr. David Dobbie

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Coomera Anglican College

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