
Kyle Wood

m: 0412 264 690
p: 1800 959 885
e: kyle.wood@proximity.com.au



BACKGROUND

Kyle Wood is in his final year of a combined Law and International Relations degree at ANU and possesses highly developed Microsoft Office and database skills.

Kyle has a mature, hard working attitude with highly developed attention to detail acquired through work experience at Event Workforce as an Event Worker and volunteering at the St Vincent De Paul Society as Media Officer.

Kyle has exposure to governance, budgeting, legal research and administration coordination. Feedback for Kyle has included *"Kyle is a great problem solver and can communicate effectively. In his role at Athlete's Foot, he has to deal with difficult customers and due to his likeable personality and ability to communicate policies to customers in a fair and reasonable way, he has turned a number of negative customer experiences into positive ones."*

Feedback has also noted that *"he is a team player, hardworking and always continuously looks at ways to improve his knowledge and performance."*

EXPERIENCE

Retail Salesperson | Athlete's foot, Canberra centre | July 2016 - current

- › Responsibilities include opening and closing the shop front unsupervised, banking duties, greeting and serving customers, meeting daily and monthly budget goals, making orders, engaging in weekly training updates, and helping train new staff.
- › High levels of communication are required to effectively convey information to customers with special needs or language barriers, and as part of the role Kyle has undertaken specific training in communicating with and fitting shoes for children with autism.
- › In this role Kyle has been required at times to work substantial hours during busy assessment periods in semester. In order to balance these responsibilities Kyle has developed effective time management skills which allow him to maximise use of time to be productive.

Event worker | Event Workforce | 2016 - current

- › Responsibilities include working in a variety of roles in event logistics, on-the-job training, taking instruction, working unsupervised and ensuring high levels of safety for both workers and patrons.

Contract labourer | Drake International | 2015 - current

- › Responsibilities include labouring in a variety of specialized areas, learning new skills and taking on new instructions at speed, and general laboring duties including packing, moving, restoration work and event management.

General labourer | Conway Landscaping | December 2015 – January 2016

- › Responsibilities included general labouring, taking instruction and working within a team environment, maintaining high levels of safety on site, sharing workspaces and coordinating with other tradespeople. Work included learning specialist landscaping techniques for gardening,

paving and soil maintenance.

QUALIFICATIONS

Bachelor of Laws (ANU) (due to graduate in 2019)

Bachelor International Relations (ANU) (due to graduate 2019)

VOLUNTEER WORK EXPERIENCE

Council Member- ANU Sport and Recreation Council, current

- › In this position Kyle sits as a member of the ANU Sport Council, which acts as the board of directors for the ANU Sport and Recreation Association.
- › This role requires monthly meetings to discuss and approve governance, policy and financial decisions for the association. These meetings require preparation through studying papers and liaising with staff employed by the Association and require cooperative discussion with other board members to achieve durable solutions to organizational challenges. In this role Kyle has further developed his skills in cooperation, critical thinking and personal research involved in governance.

Media Officer – St Vincent de Paul Society St. Dominic’s Conference Committee, 2015

- › In this appointed position Kyle facilitated the general marketing and social media platforms of the Committee and was the main point of communication with the local coordinator of the Conference, as well as community organisations.
- › Kyle organised a Panel Discussion regarding the Mission Australia Youth Mental Health and Homelessness Report with notable panel members including the then Shadow Minister for Housing, and the NSW St. Vincent De Paul Society Youth Member.

Vice President - Civic2Surf, 2016

- › In this appointed position Kyle oversaw the organization of the 2016 Civic2Surf charity run from Canberra to Sydney raising funds for youth mental health organization Batyr. This involved working with a student committee to attract participants, sponsorship, raise awareness and fundraise.
- › The committee delivered several events in preparation for the run, ultimately raising over \$12 000 for charity. It also included liaising with the Batyr organization, police and insurance companies to deliver a safe and effective event, honing my communication, logistical and public speaking skills.

Alumni Representative – John XXIII College Resident’s Association, 2016

- › Kyle’s primary role was to facilitate engagement between current students and alumni of John XXIII College, including organising an annual memorial match day between current and former residents. Kyle also sat on regular committee meetings and assisted in organising and running other activities and events for residents.