



# Clare Thorn

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SCAN FOR MORE INFO

## ABOUT ME

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I am a creative, fun and energetic event planner with 5+ years of digital marketing experience.

I have exceptional organisational and interpersonal skills - making me popular with clients and team members alike.

I am looking for a part-time position that will allow me to be a part of a great team.

The start date is negotiable.

## SKILLS & PROFICIENCIES

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- Conference & networking event coordination
- Educational & training event coordination
- Travel, flight, accommodation booking
- Managing budgeting & invoices
- Managing customer relationships
- Brand ambassador relationships
  
- CRM database experience
- Email & SMS marketing/ event promotion
- Social media & websites management
- Adobe Suite intermediate
- Microsoft Office intermediate
- Open driver's licence [Auto]
  
- Ability to work autonomously
- Highly organised

## WORK HISTORY

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### Digital Marketing Specialist

Westpoint Autos & Salters Cars

October 2020 to October 2021

Managing the social media and website needs ofz Westpoint Autos. Currently looking after 19 businesses with more to be added shortly.

### Marketing & Event Coordinator

Australian Owner Manager

September 2019 to October 2020

Assisted the directors with all aspects of the running of this business, providing education. Marketing & event planning.

### Social Media Coordinator & Graphic Designer

Exclusive Tyre Distributors

2016 - 2019

Creating social media content and maintaining websites for Exclusive Tyre Distributors and their products. This work was recognised internationally in Australia, New Zealand, South Africa and Taiwan.

## EDUCATIONAL BACKGROUND

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### QUT (Queensland University of Technology)

Leading High-Performing Teams | 2020 - Current  
Business Leadership MicroMasters program

### Fundamentals of Digital Marketing

Google Digital Garage | 2021

### SMK (Social Media Knowledge)

Digital Excellence Course | 2017

### Griffith University

Bachelor of Design Futures | 2011 - 2016