JESS BROWN

0429 051 255

jessicabrown1009@icloud.com

Melbourne, Australia

DIGITAL COMMUNICATIONS STUDENT

I am currently completing my Bachelor's of Professional Communicaton at Royal Melbourne Institute of Technology (RMIT). I am focused on bringing creativity back into everyday marketing and branding. I specialise in video and photo-based designs, while curating brand-specific colourways and fonts to support brand identity.

EDUCATION

2025 - 2028

RMIT University

Bachelor of Professional Communications

2019 - 2024

St Leonard's College

ATAR of 88.75

SKILLS

- Adobe Creative Suite
- Search Engine Optimisation (SEO)
- Audience Needs Identification
- Social Media & Integrated Marketing
- Customer Support & Community Outreach

WORK EXPERIENCE

Access and Support Officer

Uniting Vic.Tas, October 2025 - Current

Managed communications and customer needs in the early learning department. I specialised in anticipating and identifying

Beaumaris Charcoal Chicken

March 2023 - August 2025

Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance.

Front of House

Mister Margherita, August 2025 - March 2026

Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance.

Administrative Assistant

Fauget Company, 2016 - 2017

Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. Preparation of weekly reports.