

ELLIS BROWN

Graduate & Cadetship Program Applicant | Australian Public Service (Graduate / APS 2-4)

Phone: 0400 000 000 Email: ellis.brown@email.com Location: Melbourne VIC 3000 LinkedIn: linkedin.com/in/ellisbrown

PROFESSIONAL SUMMARY

Motivated final-year graduate with 3.5 years of combined part-time work, internship and volunteer experience in customer service, administration and research. Strong academic results, clear written communication and a proven ability to balance study with work. Keen to start a career in the Australian Public Service through a graduate or cadetship program and contribute to public value. Australian citizen, Baseline clearance eligible.

WORK & INTERNSHIP EXPERIENCE

Policy Intern (Part-Time) Feb 2026 – Present
Department of Industry, Science and Resources, Melbourne VIC

- ◆ Researched policy issues and drafted briefing summaries for a program manager.
- ◆ Analysed survey data in Excel and presented findings to a 10-person team.
- ◆ Coordinated stakeholder contact lists and meeting notes for 3 consultations.
- ◆ Received positive feedback for accuracy, initiative and clear writing.

Administration Assistant (Casual) Sep 2024 – Jan 2026
Victoria University, Melbourne VIC

- ◆ Supported 4 academic teams with scheduling, data entry and student enquiries.
- ◆ Maintained student records with 99% accuracy in the student management system.
- ◆ Processed 200+ forms per semester and prepared reports for course coordinators.

Customer Service Representative (Casual) Mar 2023 – Aug 2024
Coles Group, Melbourne VIC

- ◆ Served 150+ customers per shift, resolved complaints and handled cash accurately.
- ◆ Trained 6 new team members and was promoted to Shift Lead within 12 months.

EDUCATION

Bachelor of Arts (Politics and Public Policy), WAM 78 (Distinction)
RMIT University, Melbourne VIC – expected completion Nov 2026

VOLUNTEERING

Student Mentor 2023 – Present
RMIT Student Union, Melbourne VIC

- ◆ Mentor 8 first-year students on study skills, time management and career planning.

KEY CAPABILITIES

- ◆ Policy research and writing
- ◆ Customer service
- ◆ Administration and data entry
- ◆ Stakeholder communication
- ◆ Teamwork and collaboration
- ◆ Critical thinking
- ◆ Time management
- ◆ Adaptability and learning
- ◆ Integrity and public service values

TECHNICAL SKILLS

Microsoft Word

Excel

PowerPoint

Outlook

Teams

SharePoint (basic)

Canva

Typing 65 WPM

KEY ACHIEVEMENTS

- ◆ Dean's List for academic excellence, 2024.
- ◆ Awarded the Public Policy Prize, 2025.
- ◆ Promoted to Shift Lead within 12 months.

TRAINING & CERTIFICATIONS

- ◆ Leadership Development Program – RMIT
- ◆ Data Analysis with Excel
- ◆ Mental Health First Aid
- ◆ Public Speaking and Debating
- ◆ Working with Children Check

WORK RIGHTS & AVAILABILITY

Australian Citizen
Baseline clearance eligible

Availability
Available from Dec 2026; open to relocation and rotations

REFEREES

Available on request.