

Andrew McNaughton- Curriculum Vitae

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Nationality	New Zealander
Qualifications	Bachelor of Arts (History) 2016-18, Australian National University Master of International Relations 2018-19, ANU Graduate Certificate of Pacific Development 2022, ANU Secondary- Wellington College, New Zealand.
Languages	English, French (DELF B2).

Work experience

- Executive Support Officer, Australian National University, 2021-2022
This varied and busy role involved providing high-level effective administrative support to a broad range of activities within the National Centre for Epidemiology & Population Health in the College of Health and Medicine at ANU. I also provided leave coverage for the EA to the Director of the Centre, committee support to a range of Centre committees, and contribute to the efficient coordination and management of Centre events and outreach activities.
- Corporate Hospitality Manager, GEMA Group Canberra, 2020-2021
This role involved overseeing the operation of corporate hospitality spaces for sporting events and private functions at the 25,000-seat GIO Stadium and 13,000-seat Manuka Oval in Canberra, across Super Rugby, NRL, Cricket Australia and AFL seasons. I had oversight of around 80 event-day staff, and responsibility for the delivery of events from start to finish; including stock ordering, rostering, financial forecasting, paperwork, set up, briefing key staff, liaising with kitchen staff, event debrief with clients and venue hirers, and post-event reporting. I first starting working in a junior role in April 2017, and I won employee of the year for the company in 2019.
- Receptionist, Pacific Suites Canberra, 2019- 2020.
This role as a hotel receptionist involved a variety of duties including answering enquiries online and over the phone, managing banking and sales, dealing with guest complaints and feedback, liaising with management and other staff, and thinking on my feet to find solutions to problems. I worked as part of a small team, and quite often was the only member of staff on site, meaning I had to work independently and confidently to respond to tasks above and beyond the basic scope of my role. Prior to taking up this role I also worked in the hotel's restaurant and café for 6 months serving breakfast and coffee to hotel guests.
- Community Assistant, Griffin Hall, Australian National University, 2019.
This volunteer role entailed providing pastoral care and support to the 250-plus members of the ANU's non-residential college Griffin Hall, of which I was a member for 4 years, as well as organising and running events, get-togethers and

weekly meetings. I worked within a team of 8 Community Assistants, reporting to the Hall Coordinator. I also worked within the wider Hall's leadership team structure of 30 people.

- Sports Representative, Griffin Hall, Australian National University, 2016 & 2017.
I was elected to this paid role by my peers as a first-year student in 2016 and re-elected 2017. The role was comprised of organising and running sporting events for Griffin Hall in 15 different sports across the year, liaising with coaches, officials and teams, providing logistical support on game-days, purchasing and maintaining sporting equipment and uniforms, organising and executing carnival -style sports weekends, organising competition draws, selecting and managing teams, and scheduling and booking grounds for competitions and training sessions. I also sat on the ANU Inter-Hall Sports Organisation committee at the university, of which I was secretary for 2017. This part of the role involved attending weekly meetings, minute taking, liaising with other Halls and Colleges on the committee as well as with representatives from ANU Sport, managing disputes, and finalising competition rules and by-laws.

Other Qualifications: Level UP! Leadership Course (2022), Provide First Aid + CPR (2022), Mental Health First Aid (2022), ACT RSA (2020), Youth Mental Health First Aid (2017), MATE Train the Trainer for Gender Violence Prevention and Education (Training 2017-2019), ANU Ally Training (2019), DELF B2 (2015).

Referees are available upon request