

Beth Herbert

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Mob: 0438 218 212

WWCC:

NDIS WC:

and passionate communicator and researcher who is willing to work as part of a team to ensure the best outcomes for all.

RESUME

Personal Statement

I have a personal drive and commitment to contribute to society in a positive, inclusive, and proactive manner. My extensive study at University, both at undergraduate and post-graduate level and previous employment within the University Sector, the Australian Electoral Commission and my recent experience as a Social Media and Events Manager in the Disability Sector, have all contributed to my ability to be a well-rounded, understanding

Qualifications

MONASH UNIVERSITY

Graduate Diploma of Psychology

2020-2022

Maintained a High Distinction/Distinction average at Post-Graduate level at one of Australia's leading universities.

Became proficient in researching and statistically analysing psychological information and issues, whilst also producing psychological evaluations and reports of a high level.

SUBJECTS: Research Design and Analysis (HD); Research Methods and Theory (D); Psychological Testing and Ethics (D); Developmental and Biological Psychology (D).

UNIVERSITY OF WOLLONGONG

Bachelor of Arts (Honours) Sociology

2013

Thesis on subculture, authenticity and its influence within a wider sociological sphere as illustrated through the visual mediation of the music video. Maintained a Distinction – High Distinction average throughout the course.

Bachelor of Arts (with Distinction) Community and Environment

2005

Arts Internship – High Distinction; Communication and Cultural Studies – High Distinction; Sociology – Distinction; English – Distinction; Philosophy – Distinction; Science & Technology Studies – High Distinction.








My Bachelor of Arts (Community and Environment) was obtained with Distinction from the University of Wollongong and during my study I was placed on the Dean's Merit List and invited to become a member of the International Golden Key Academic Society. My high standards in study have continued into my working life and the projects that I have been associated with.

Employment History

Events and Social Media Manager

2024-2026

Rock N Rollers Disability Support

-  Organise, plan, administrate, facilitate, collaborate and deliver Social Connectivity and Events for 60 participants, 30 Support Staff, and a broader community audience, usually facilitating 4 events per week with strict deadlines.
-  Maintain CRM channels through Google mail and Mailchimp with the generation of monthly Newsletters, or regular campaign mailouts regarding Events, Activities, Advocacy and Business Information Updates with a client base of 500 people via MailChimp. Maintain participant and stakeholder databases for communication and feedback purposes through the generation of post-event surveys via Survey Monkey from which reports are generated.
-  Design, maintain, copywrite, and edit the company Website via a WIX platform.
-  Design and run all forms of Social Media to increase visibility, scope, and encourage new participation and deeper engagement with the disability community. Use tools such as Canva to produce promotional content and focus upon the wide achievements, events, and activities that the company facilitates to create enjoyment, new friendships, experiences, businesses, advocacy, and lifelong memories.
-  Scheduling and updating via Calendar and Communication applications and programs such as ShiftCare, Band, or via Google email, displaying strong interpersonal, organisational and time management skills.
-  Create Risk Assessments for vulnerable clientele that have nuanced needs and requirements, with a distinct focus upon accessibility, inclusivity and high-quality service, empathy and understanding.
-  Assist in the organisation and running of the hugely popular Community Event, Dating With a Disability, at venues throughout the Illawarra, facilitating this event for around 200-300 participants, support workers, and families.

Liaising with venues, function staff, generating sponsorship, and wider community support, this event is supported by various local businesses, plus both the Shellharbour and Wollongong Councils, with Mayors and Deputy Mayors in attendance. This nuanced event requires teamwork, direction and constant collaboration with dedicated individuals and stakeholders to ensure it is run correctly. When facilitating events in the Disability Sector, there are many additional factors that need to be considered and worked through in a collaborative manner to ensure the best possible positive experience for everyone involved.

- ✚ Develop Booking forms from scratch using prominent booking platforms such as Humanitix and Eventbrite.
- ✚ Manage invoicing for Events and Activities through Stripe, creating the invoice and sending this to clients, then incorporating a payment database to monitor payments.

Australian Electoral Commission (AEC)

2022-2024

APS

- ✚ Completed extensive training of AEC processes and policies, including records management, enrolment processing, service management, and a focus on building relationships and liaising with various stakeholders, the AEC team, and clients.
- ✚ Assisted in the preparation and running of AEC events, including the recent Referendum. This incorporated the following of comprehensive AEC policies and procedures and expert communication whilst working in collaboration within large teams from different areas to ensure that the event was efficiently run with the highest level of integrity and accuracy, including being responsible for the counting and inputting of results.
- ✚ Demonstrated ability to learn a high volume of detailed information in a highly pressurised and fast paced environment which relies on efficient multitasking and prioritising of tasks with competing deadlines.
- ✚ Trained and gained expertise in various computer programs that are integral to AEC operations including Genesis, RMANS, ELMS, and Objective IM, which involved high level client support and documentation.
- ✚ Provided high-quality service to the Australian public including support and communication with people of a variety of cultural and non-English speaking backgrounds and socio-demographic groups which has enhanced my understanding of the Australian population and its varied needs.

bethwa creative (Self-employed)

Writer/ Researcher/ Copywriter/ Editor/ Scriptwriter/ Proofreader/ Artist/ Photographer

2011-Present


- ✚ Facilitate and manage my own business effectively, displaying excellent time management skills, strong communication with clients, and the ability to manage multiple projects with competing deadlines.
- ✚ Conducted sociological and psychological research, writing on topics such as education, learning disabilities, wellbeing, youth subcultures, and sociopolitical issues in society, publishing some work on www.bethherbert.com
- ✚ Wrote medical and nursing reports for a Health Consultancy business.
- ✚ Copywriter and Social Media Editor of band and musician pages and websites. Organised publicity including radio, street press, and magazine interviews. Designed promotional materials.
- ✚ Tutored primary and high school students in a variety of subjects to improve literacy and numeracy skills

University of Wollongong, NSW, AUSTRALIA

Project Manager

Film Illawarra and Cultural Research Network (Faculty of Arts and Social Sciences)

- ✚ Successfully and solely managed Film Illawarra, a regional Film Office (based at UOW) which was used to promote the local region as a viable and competitive location to film for movies, television or commercials. Designed and coordinated Events to be conducted with the local community including Screen Conferences and Workshops and the Migration Heritage Project.
- ✚ Successfully liaised with State and local Government; applied for and advocated for funding and grants; and facilitated partnerships with relevant organisations to ensure future work was secured for this non-profit organisation. Developed policy for the organisation; change management strategies; researched information; and made recommendations to improve the running of Film Illawarra.
- ✚ Acted in appropriate accordance with ethical practice principles during extensive liaison and networking within the local community.
- ✚ Organised International/National Conferences and Events for the Cultural Research Network based at the University of Wollongong, liaising with academics from the Faculty of Arts and the School of Geography at UOW and various other tertiary institutions throughout Australia and the USA.

 Excellent time management to ensure the conferences ran smoothly, including comprehensive creative planning and design of functions and event management for a large group of people. Established comprehensive databases to ensure efficient management.

TECHNICAL SKILLS

Proficient with both Apple Mac and Microsoft technology (Windows 10 and 11) - Microsoft Office 365 – Word, Excel, PowerPoint; Google Suite proficient

CMS and CRM proficient – MailChimp, Wix, Survey Monkey, WordPress, Stripe, Humanitix, Eventbrite

Design proficient – Canva, CapCut

SPSS statistical analysis proficiency.

Proficient at all aspects of Social Media.

REFEREES

Provided upon request