



# REBECCA WILKINSON

FREELANCE WRITER,  
CONTENT CREATOR AND  
ADMINISTRATOR

## CONTACT

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## CURRENT REFERENCES

### BONDI BEAUTY & RENAE'S WORLD:

RENAE LEITH-MANOS  
E: RENAEMANOS@MAC.COM  
PH: 0412298739

### EXCEL PHYSIOTHERAPY:

BROOKE DUNCAN  
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## MY PROFILE:

Hi, my name is Rebecca Wilkinson, and I am a 39-year old coffee snob freelance writer, website content creator and website editor with bucket loads of experience as a previous Personal Assistance in administration and Reception. For the last 7 years (part-time) I have been studying journalism and Creative Writing with Griffith University (online-based) and only recently finished. I am now awaiting a hopefully graduation in a degree of Bachelor of Arts - major in journalism (finger crossed, wish me luck). As I work to develop a career being a freelance writer and website content creator, from time to time I keep a keen eye out for any casual jobs of interest in the field of either administration or writing, as a way of me further developing my skills to become stronger in the freelance realm of writing, and hopefully one day running a small business in this field. In my spare time I do yoga, chill with the cat and family and love playing around with digital media, making mini movies for Instagram and really just having fun with my day to day life of exciting (and some not so exciting) happenings.

## WORK EXAMPLES & PROJECTS:

### WRITING EXAMPLES:

- <https://bondibeauty.com.au/author/rebecca-wilkinson/>
- <https://renaesworld.com.au/author/rebecca-wilkinson/>
- <http://travelbugofficial.com>
- <http://paperbarkpantry.com.au>

### WEBSITE EXAMPLES - DESIGNED, CREATED CONTENT & EDITED

- <https://www.theartfuldecorator.com>
- <https://nobletoours.com.au>
- <https://www.nadeneduncan.net>
- <http://www.waldecomms.com>
- <http://www.innerwellbeing.com.au>
- <http://www.talentbox.com.au>
- <http://www.randommanagement.com.au>

## CORE EXPERIENCE AND SKILLSET:

### SEO

Website Content  
Content Creation  
Google Analytics  
Social Media & Marketing  
Copywriting, editing and proofreading  
Reception & Administration  
Corporate blogging  
Travel Writing

### Project Management

WIX and WordPress  
Market Research  
All Microsoft Office Applications  
Can operate both PC and MAC  
Creative Writing  
Journalism  
Public Relations  
Office Management

## EDUCATION

I graduated from Year 12 in 1997. Then many years on, I completed a Certificate III in Hospitality with CBD College Pty Ltd, trading as Barista Basics Coffee Academy in 2016 (because I thought it would be fun) and studied part-time with Griffith University through Open University for my degree in Journalism and Creative Writing from 2013 to 2019.

## PREVIOUS EXPERIENCE:

### *PRIMAR MERCANTILE*

January 2015 - December 2016

Part Time/Casual Position

Administration for Recoveries in Primar Mercantile

Management of motor vehicle claims and recoveries for fleet leased vehicles

### *KPMG*

April 2010 – January 2012

Personal Assistant to Partner

- Drafting and finalisation of confidential letters
- Communicating with clients on a daily basis to ensure all needs are met
- Set up of video and teleconferences
- Diary management
- Travel plans (flights and accommodation) for Partner and Managers
- Management of ASIC related issues for companies (shares, member adjustments, creation of companies and shut downs)
- Reconciling of company credit cards
- Administrative support for the Management team and other firm partners
- Fee processing, including accounts payable and receivable

### *QUEENSLAND POLICE SERVICES*

June 2008 – April 2010

Administration Officer for the Cairns City Beat

- Managing and screening of media calls from local news organisations
- Travel plans (flights and accommodation) for the Senior Sergeant
- Diary Management
- Drafting and finalisation of confidential letters
- Daily dealings with members of public on a variety of issues.
- Purchase Order, reporting and statistic management
- Risk Management and Asset for City Beat
- Managing Coffee Club Finances, including petty cash and reconciliation

### *SELECT APPOINTMENTS / PRECRUITMENT AGENCY*

January 2008 – June 2008

Temporary Administration Positions through agency work.

### *WOOLWORTHS LTD*

August 2006 – December 2007

Personal Assistant to the Head of Group Financial Service

- Administrative marketing web portal designs and changes for Gift Cards
- Maintenance of the web portal for Gift Cards
- Purchase orders and order processing for Gift Cards
- Website monitoring of Gift Cards
- Stock reports for Gift Cards
- Management of customer queries and complaints for Gift Cards
- Travel plans (flights and accommodation) for all team members of Group Financial
- Diary Management
- Drafting and finalization of confidential letters and documents
- Creation of presentations and other required documents for internal and external conferences