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| Bradley Henri |
| Details PH:0466668112  Email: [bradhenri@live.com.au](mailto:bradhenri@live.com.au)  LinkedIn: [www.linkedin.com/in/Bradhenri](http://www.linkedin.com/in/Bradhenri) Profile Focused and hardworking Bachelor of Arts with Honours Graduate. Ready to prove themselves in the Arts and Humanities field with a unique perspective of History and Studies of religion. An organized problem solver who easily builds productive working relationships. Disciplined and focused on achieving and exceeding key performance indicators. Committed to contributing to workplace projects after gaining experience finishing my honours thesis. Along with administrative experience and a current internship as a writer I have a wide range of communication and analytic skills to apply to my next role. Employment HistoryPolicy Administration at MLC insurance, Melbourne December 2020- September 2022   * Excellent computer skills developed through Jira in a testing environment and multiple office platforms after working from home after the past year. * Experienced in deadline situations with allocations of work to complete each day, managing and altering insurance policies. * Correspondence with customers over the phone and email that ensures brilliant customer satisfaction. * Experience with data entry and problem solving with insurance policies. Working with a large team and individually.  Team Member at Coles, Hastings November 2016 — December 2020   * Experienced in stressful deadline situations, through keeping the department running on time. * Communicating with customers and carrying out requests. * Organizing the departments resources and systems with team members. * Extensive teamwork through managing and working with teams ranging from 5-7 people.  EducationBachelor of Arts (Honours), Deakin University, Melbourne March 2017 — October 2020   * Major: History, Studies of Religion. * Honour’s thesis: Indonesian genocide 1965. * Three years of undergrad that introduced Analytical and critical thinking with teams and alone. Teaching the importance of self-driven leadership. Studied a wide range of topics including anthropology, international relations, studies of relgion, philosophy along with my majors. * Honour’s year has shown my productivity when working on a project of this size. Having to critically analyse literature and creatively write a thesis. * Grades: Honours Research Design (HD), Research Communication (HD), The Cold War-(Distinction), Urban spaces (Distinction), global places (Distinction), World history between the wars (Distinction), The Holocaust (High Distinction), Peoples of the world (Distinction).  VCE, Mornington Secondary College, Mornington February 2015 — November 2016 Professional Development RSOM- Intern Writer  August 2021-Present   * Writing reviews of music gigs and new music releases from Melbourne artists. * Based in Melbourne, often have to go on location to interview artists at gigs and communicate with the community. * Helping run networking nights, making connections in the music community. * Developed web design skills in SqareSpace. * Helped me build a portfolio of published writing. * You can find my work on the website <https://realsongwritersofmelbourne.com/tag/rsom/>   NSW Government Policy Virtual Internship 2020 (Task A)  November 2020   * Working on government technological, economic and resource management. * Calculating economic resources and making suggestions to the government about various technological strategic plans. * WHS management, making a video presentation on the importance of the program and strategies to implement WHS.   Skills   * Leadership and teamwork. * Written and spoken communication. * Digital literacy. * Critical thinking. * Complex problem solving. * Self-management. * Global citizenship. * Research project experience.  ReferencesEliza Ogg – MLC Team Leader Eliza.Ogg@mlcinsurance.com.au  +61447430163. Prof. Jonathan Ritchie- Honours Supervisor [Jonathan.ritchie@deakin.edu.au](mailto:Jonathan.ritchie@deakin.edu.au)  +61425745661  Jena Marino- RSOM Owner/ Boss  jena@realsongwriterofmelbourne.com |