



EMPLOYMENT HISTORY



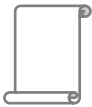
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0420 713 162



2012 – 2012

University of Notre Dame (Nursing)

2007 – 2011

Iona Presentation College

2005 – 2006

Iona Presentation Primary School

1998 – 2004

Our Lady of Mt Carmel Primary School

JULY 2022 – Current
Film | Lighting Assistant

- The Clearing (Feature)
Gaffer: Tim Goodacre
Best Boy: Adam Bennett

SEPTEMBER 2019 – Current
The Style Co, Victoria | Casual events crew

- Bump in and bump out major events
- Pack equipment
- Load trucks
- Liaise with suppliers

NOVEMBER 2020 – JUNE 2022
Racing Victoria, Victoria | Licensing and Administration Assistant (Intelligence and Integrity Department)

- Responsible for all licensing and administrative tasks in relation to the licensing of industry participants.
- Conduct participant probity/suitability checks in alignment with organisational policies.
- Made offsite visits to participants to assist them with their online learning.
- Educational module technical support and training.
- Plan and execute the delivery of a new Equine Welfare mandatory training program to 3000+ participants statewide.
- Provided ongoing technical support to participants whilst navigating the complexities of a system that was new to the organisation (ELMO).

NOVEMBER 2019 – APRIL 2020 (Position ceased due to COVID-19)
APRA AMCOS, Victoria | Business Development and Operations Assistant

- Reported and analysed budgets and forecasted revenue in relation to licence scheme modelling.
- Administered and managed data for licence termination and re-signing.
- Processed music and venue licence applications
- Used Microsoft Excel functions such a Pivot table and VLookup to accurately report information.

TEMPORARY/CONTRACT EMPLOYMENT via Recruitment Agencies between 2018 -2019

SEPTEMBER 2019 –NOVEMBER 2019
Melbourne Polytechnic, Victoria | HR Administrative Assistant (via Adecco Recruitment)



Western Australian Certificate of Education
 Iona College Graduation Certificate
 2011 Senior Certificate of Service Learning
 Certificate III in Aged Care
 Certificate III in Home and Community Care



References

Eddie Adcock (Film)
 0450 679 129

Celina Jackson (Events)
 0404 951 426

Jo Casey (Corporate – Racing Victoria)
 0413 972 800

- MARCH 2019 – AUGUST 2019
Murdoch University, Western Australia | Administrative Assistant *(via Hudson Recruitment)*
- JANUARY 2019 – FEBRUARY 2019
Broadspectrum, Sydney | HR Administrator *(via Hudson Recruitment)*
- JUNE 2018 – DECEMBER 2018
The Benevolent Society, Sydney | Data Entry Officer *(via Hudson Recruitment)*
- MARCH 2018 – JUNE 2018
 FEBRUARY 2013 – JUNE 2016 - * Prior to moving to the UK
Government of Western Australia, Department of Primary Industries and Regional Development | Licensing Officer – Fisheries
 - Worked under pressure to efficiently process high volumes of licensing applications.
 - Liaised with clients, colleagues and stakeholders to ensure the smooth operation of the Department.
 - Accurately assessed and processed new and current licenses.
 - Liaised with prosecutions department to maintain integrity of the fishery when granting new licensees licences.
 - Ensured compliance of state law and regulations.
 - Identified conflicts of interest.
 - Built a strong rapport with key stakeholders.
 - Referred to, interpreted and implemented state legislation
- DECEMBER 2016 – FEBRUARY 2018
Modern Language Centre, King’s College London | Programs Officer / Programs Administrator
 - Liaised directly with Directors, teachers, staff and students.
 - Answered queries via telephone, email and in person.
 - Attended to all reception duties.
 - Collected and maintained student, module and course data.
 - Ensured compliance with university data protection policies.
 - Created and maintained systems for student records management (Access Database and SITS).
 - Updated university website data (Contensis).
 - Reviewed, improved and implemented new processes to optimise effective work procedures.
 - Inputted student attendance data.
 - Inputted exam results and compiled board papers for result ratification.
- * FEBRUARY 2013 – JUNE 2016
Government of Western Australia, Department of Primary Industries and Regional Development | Licensing Officer – Fisheries
**(See above for responsibilities)*