

TALA DWYER

ABOUT ME

In 2025, I completed my final year of a Bachelor of Communications at Victoria University, majoring in Media with a minor in Marketing. Through my studies, I've developed skills in media strategy, marketing communications, and project planning while working part-time to support myself through university. These experiences, along with roles in retail, events, and hospitality, have strengthened my customer service and organisational skills. I'm adaptable, a team player, and eager to apply my knowledge in a role where I can grow and take on new challenges.

EDUCATION

Victoria University of Wellington | 2023-2025

Completed a three-year Bachelor of Communications degree, majoring in Media and Minor in marketing

Mount Albert Grammar School | 2018-2022

NCEA levels 1,2 & 3

WORK EXPERIENCE

ALBERT'S CONCIERGE (02/26-PRESENT) AUCKLAND CENTRAL

Provides concierge services within a high-end co-working environment, acting as a first point of contact for tenants and members while managing meeting rooms, supporting events, and maintaining the standard of the building day-to-day.

QUADRENT MARKETING INTERN (11/24- 02/25) FREEMANS BAY, AUCKLAND

Supported the marketing team across a range of projects, including coordinating events and a company conference, managing data and marketing databases, updating website content to enhance user experience, and writing blogs and organising social media posts to strengthen brand presence.

RECYCLE BOUTIQUE PART-TIME POSITION (03/2021-11/2025) DARBY STREET, AUCKLAND & WELLINGTON

Provided friendly customer service by helping with purchases, drop-offs, and payouts, while also keeping the store running smoothly. This included restocking merchandise to maintain a tidy presentation and managing busy donation periods to support overall store operations.

FRIDGE HIRE CUSTOMER SERVICE REPRESENTATIVE (01/24- 02/24) MOUNT WELLINGTON, AUCKLAND

Handled 50-70 daily customer calls, resolving issues and enquiries while maintaining deep product knowledge. Focused on delivering excellent service and ensuring every customer left satisfied with their experience.

BRAS N' THINGS SHOP ASSISTANT (12/23- 02/24) ST LUKES, AUCKLAND

Provided customer service, maintained store displays, and met sales targets.

WINETOPIA ASSISTING AND MANAGING A SECTION OF A WINE-TASTING EVENT (06/23 & 06/24) WELLINGTON

Managed a wine-tasting section, engaged attendees, and ensured smooth event flow.

REFEREES

NICK HARVIE

Director at Recycle Boutique

☎ 021 642 570

✉ nick@recycleboutique.co.nz

MARTY JAYNES

Head of Marketing at Quadrent

☎ 027 298 2160

✉ Marty.Jaynes@Quadrent.co.nz