

Narelle Lewis

Production Department Junior Accounts Assistant

Gold Coast-based, with three months' experience as a Screen QLD attachment in the production office of Good Cop/Bad Cop.

Studying the Cert IV in Accounting & Bookkeeping and eager to dive into my next role in the screen industry.

Transferrable skills include petty cash audits, web & database design, copywriting, editing, teaching, event management & world travel.

Available immediately.

Event organiser & Social media manager

Gold Coast International Club, August 2022 – present
Created a multicultural community, manage weekly events for 60+ people, curate social media, website & branding.

Accounts attachment

Good Cop/Bad Cop (IMDB), Screen QLD placement Feb – May 2024
Assistant to Leisa Francis, Production Accountant. Processed petty cash claims, set up trade accounts, managed department inbox & Dropbox filing system.

Tutor

Freelance, 2021 – 2024
Tutored private students in English, French, Spanish, & maths. Prepared students for Cambridge IELTS exam.

Copy editor

The Cluster Competitiveness Group, 2020 – 2023
Edited deep-dive marketing reports on sustainable farming produced for the World Bank.

Copywriter

Localsearch, Australia, Nov 2022 – Aug 2023
Wrote & edited short-form Google Business Profile posts. Won annual content team award.

English teacher

Toulouse University of Technology, France, 2006 – 2022
Taught grammar, vocabulary, pronunciation. Successfully prepared students for Cambridge exams.



+61 (0) 449 589 935

narelle@narellelewis.com

LinkedIn

www.narellelewis.com

Information

- Australian & French citizen
- Fluent English, French, Spanish
- Car & driving licence
- Arundel, Gold Coast, QLD

Soft skills

Outgoing, strong communicator, team player, comfortable taking the initiative to lead, organised, creative, meticulous, dedicated, diplomatic, growth mindset & willing to learn.

Hard skills

- MoneyPenny/MyDaEs, Excel, Xero
- Monday.com, Salesforce, Dropbox
- Microsoft 365, MacOS, Google Docs
- Canva, Adobe InDesign, Photoshop
- XHTML, CSS, WordPress, ChatGPT
- Meta Business Suite, Hootsuite
- Copywriting, editing & photography

Courses & Qualifications

Certificate IV in Accounting & Bookkeeping
TAFE, Robina. Part-time until July 2025

Screen Onboarding
Coomera TAFE (September 2024)

Bachelor of Arts in Communications
Majors: Journalism, Public Relations, German
University of Southern Queensland

References (on request)