

# James Grech

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## Career Objective

My objective is to develop my skills, explore new paths and further my career. I believe that sharing thoughts, debating ideas and telling stories is what connects us all and a drive to provoke thought, challenge ideas and create stories has brought me here.

## Education

### **BACHELOR OF COMMUNICATIONS (ADVERTISING) | RMIT UNIVERSITY**

- COMPLETED IN 2017 (WITH DISTINCTION)

### **VICTORIAN CERTIFICATE OF EDUCATION (VCE) | COPPERFIELD COLLEGE**

- COMPLETED IN 2014 (CALTEX BEST ALL ROUNDER AWARD RECIPIENT)

## Employment History

### **FREELANCE REVIEWS WRITER**

- **CUBED3** - NOVEMBER 2020 – CURRENT
- **GAME NEWS AUSTRALIA** – MAY 2021 - CURRENT  
(Writing samples are available at [jgrech.com](http://jgrech.com))

Responsibilities:

- Efficiently and creatively write reviews of upcoming video games or new releases.
- Work timely to ensure reviews are done by an embargo period.
- Adhere to strict format guidelines and be comprehensive to grammatical errors when writing.
- Posting edited reviews, ensuring correct information and quality screenshots are provided.
- Utilise SEO tools and social media platforms to increase review reach and engagement.

### **ADVERTISING SALES ASSISTANT | WIN TELEVISION SALES**

- JANUARY 2019 – NOVEMBER 2019

Responsibilities:

- High level data input entries of bookings into a traffic system.
- Liaison with agencies confirming bookings, rate information and alternative advertisement placement.
- Provide high quality administrative support and preparing documentation for the sales team.
- Dealing with account and client queries and maintenance of material deadlines
- Provision of extremely good customer service and develop strong relationships with clients.

### **COMMUNITY AND CREATIVE ASSISTANT | RMIT CREATIVE**

- JANUARY 2017 - OCTOBER 2018

Responsibilities:

- Co-ordinate with a team to support students, collectives and student-run events.
- Utilize social media to engage the RMIT Creative community and reach out to new members.
- Create digital content to further promote department through social media channels.
- Develop excellent brand knowledge and utilize social media to comprehensively promote department-run events, workshops and performances.

## **CUSTOMER SERVICE REPRESENTATIVE | TYPO**

- OCTOBER 2018 - JANUARY 2019 (CHRISTMAS CASUAL)

## **CUSTOMER SERVICE REPRESENTATIVE | SHOE WAREHOUSE**

- JULY 2016 – APRIL 2017

## **Skills Summary**

### **PRODUCTION SKILLS**

- Extremely comfortable using the Microsoft Office Suite.
- Experience using Adobe Photoshop and Premiere Pro for university assignments.
- Ability to comprehensively use social media and SEO tools to publish and promote work.
- Familiar at using Squarespace and Wix to build online portfolios.
- Skilled at shooting and editing footage and audio for content creation and folio work.

### **COMMUNICATION**

- Adept Social Media communication skills as a result of working alongside official RMIT social pages to promote events and build brand languages.
- Highly developed public speaking skills as a result of performances in Melbourne Fringe Festival and as a representative of the RMIT Creative department.
- Acquired excellent communication skills as a result of constant interactions with customers, colleagues and presenting presentations in university.

### **TEAM WORK**

- Ability to work efficiently and effectively in a team environment due to being a part of team-orientated workplaces, performance ensembles and in assignment groups.

### **ADAPTABILITY**

- Capable of quickly finding resolutions for complications that have arisen due to dealing with unpredictable problems.
- Able to positively take feedback and work accordingly.

## **Extra-Curricular Activities**

### **PERFORMING ARTS | 2009 - CURRENT**

- Performing in, writing for and directing short pieces for the Melbourne Fringe Festival and for RMIT productions.
- Hosted various school productions and galas.
- Working voice actor, performing for creative and commercial projects.

## **References**

### **MR. SIMON FARRUGIA**

Advertising Sales Executive, WIN Television Sales  
0415 967 892

### **MR. BEN ANDREWS**

Performing Arts Officer, RMIT Creative  
0439 603 652