

# JESSICA BOOTH

jess.mj.booth@gmail.com

## CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand experience, while making a strong contribution to the success of the company.

## SKILLS

- Strong communication and diplomacy skills
- Experienced researcher and writer
- Strong project and time management skills
- Exceptional leadership/managerial skills
- Skilled Systematic Literature Review writer (from research to publication)
- Confident public speaker and lecturer
- Innovative problem solver

## EXPERIENCE

**DATES AUG 2019 - 2020**

**PHD CANDIDATE**, GRIFFITH UNIVERSITY

This project is a case study of the luxury sport, F1 Motor Racing and seeks to understand how improved value exchanges may contribute to stronger brand engagement and aid in the delivery of a unified brand message.

**DATES AUG 2019 - 2020**

**TUTOR**, GRIFFITH UNIVERSITY

- Develop course materials (i.e. PowerPoint slides, rubrics, workshop teaching guides) where necessary
- Brief and liaise with multiple stakeholders with diplomacy and tact
- Answer inquiries via email, and phone

**DATES AUG 2019 - 2020**

**PROJECT OFFICER**, QUT UNIVERSITY (PART-TIME)

*Supporting the Innovation Ecosystem grant-funded project between QUT, CSIRO and Vietnam.*

- Create project planning documents with measurable deadlines
- Ensure deadlines are met
- Communicate with various stakeholders when needed
- Brief and liaise with multiple stakeholders with diplomacy and tact

- Answer inquiries via email, and phone

#### **DATES NOV 2018 – JULY 2018**

#### **RESEARCHER, GRIFFITH UNIVERSITY**

*I am experienced in assisting in a wide range of research activities including: Systematic Literature Review analysis, preparation of conceptual literature reviews, general research, proof-reading, preparing documents, conducting interviews, preparation of research-related documentation, etc. Some of my key projects include:*

- Completion of a Systematic Literature Reviews for a grant-funded Intergenerational care research team. My duties included: completion of research, full analysis and development of Academic papers.
- Assistance with a research project on PASS leader employability. My duties included contacting participants for interview, conducting interviews, analysis of data and assistant with paper revisions.
- Develop slides for an Industry Presentation which fused the latest industry developments with academic research on hot HR topics.
- Assistance in the rewriting of a textbook for University students studying Human Resource Management. I contributed by conducting research, co-development of models and writing of specific sections of chapters

#### **DATES 2018 – SEM 1 – 2, 2018**

#### **LECTURER, QUT UNIVERSITY**

*MGB201 Contemporary Employment Relations (2<sup>nd</sup> year course)*

- Prepare and deliver compelling lectures – fusing academic research, legislative policy with industry news
- Develop lecture slides and supportive tutorial learning materials
- Publish student announcements on the webpage
- Answer inquiries via email, phone and provide student consultations
- Brief and liaise with multiple stakeholders to ensure consistent teaching across the team

#### **DATES 2017 - 2018**

#### **HEAD TUTOR, GRIFFITH UNIVERSITY**

1001IBA Management Concepts, 2017 (T2 Staff relief)

3112IBA Management Strategy and Decision Making, 2018

- Personally managed 22+ tutors – providing training, weekly updates and support
- Develop course materials (i.e. PowerPoint slides, rubrics, workshop teaching guides) where necessary
- Liaise with multiple stakeholders – including manage sensitive student-related concerns
- Moderate the team's marking and ensure deadlines are met

I was tasked to complete two Systematic Literature Reviews and develop papers. From my research, I identified potential for five papers and am currently working on their development.

#### **DATES 2013 – 2018**

#### **TUTOR, GRIFFITH UNIVERSITY AND QUT**

*MGB201 Contemporary Employment Relations (QUT 2018 - present)*

*1001IBA Management Concepts, 2016 – present*

*3112IBA Management Strategy and Decision Making, 2018 – present*  
*MGB201 Employment Relations (QUT), 2018 – present*  
*2005EHR Organisational Behaviour, 2016 -2017*  
*1001EHR Introduction to Employment Relations (1st year course), 2013-2015*  
*3010EHR Training and Development (3rd year course), 2015*  
*GBS Open day High school student class (Nathan, Logan and GC campuses), 2014, 2016, 2017 & 2018*

**DATES 2014 - 2015**

**PROJECT ADMINISTRATOR, GRIFFITH UNIVERSITY/ QLD HEALTH**

I oversaw the administration of a large project between the University and QLD health - engaging with multiple internal and external stakeholders to ensure the smooth progression of the timeline. I demonstrated strong project management, diplomacy and organisational skills.

**DATES 2013**

**FREELANCE WRITER, CENTAGE PUBLISHING**

After heavily assisting with the development of a HR textbook, I was commissioned by Centage to develop online resources for both instructors and students. I created revision activities for all 14 chapters (i.e. revision quizzes, research activities, finding online video activities and websites) which were designed to extend student's learning.

**DATES 2013 -2013**

**ANALYST, DELOITTE**

As a strong competitor of the Fastrack challenge, I was offered a six-week placement with Deloitte. I enjoyed the opportunity to work on a variety of projects for the firm's largest clients.

**DATES 2013 - 2013**

**HR ASSISTANT, QUEENSLAND HEALTH**

During my work placement, I was responsible for researching and developing a custom HR auditing tool to meet the organisational objectives for QLD health. This involved liaising with staff to map the current and growing needs of the organization, review legislation around training requirements in health and preparation of a professional report for executives.

## EDUCATION

**2013**

**UNDERGRADUATE HONOURS (1<sup>ST</sup> CLASS), GRIFFITH UNIVERSITY**

Advisors: Assoc Prof. Ruth McPhail and Dr Mitchell Ross

Thesis: 'Internal branding and employee hopes, dreams and aspirations during a major environmental shift: A case study of GCUH'

- Awarded Academic Excellence Award, 2013
- Awarded Commonwealth Scholarship to study my PhD, 2013

**2017-2012**

**BACHELOR OF BUSINESS, GRIFFITH UNIVERSITY**

Majors: Management and Marketing

## **SENIOR CERTIFICATE, ST MICHAEL'S COLLEGE**

Key subjects: English, Legal studies and Art

## **PUBLICATIONS**

Elijiz, K., Gapp, R., Avery, M., Booth, J., Brandis, S., Fitzgerald, A., Fisher, R., Marshall, A., McPhail, R.. (under review). Moving from normal to new normal: relocating an acute public referral hospital to a Greenfield site. *Management Decision*.

Wilkinson, A. 2015 (ed). *Professionals Under Pressure*, Oxford Handbook for Health Managers. Chapter 12 Brandis, S, Fitzgerald, A., Avery, M., McPhail, R., and Booth, J.

### **CONFERENCE PAPERS:**

Fitzgerald, A., Booth, J., Cully, A., and Radford, K. (2019) Towards redefining eldery: a systematic literature review to understand how older people learn. ANZAM, Cairns, Australia: CQ University.

Booth, J., Ross, M., & McPhail, R. (2017). Will the grass be greener on the other side? Managing employees' buy-in of change by leveraging employees' internal brand identification, ANZAM, Melbourne, Australia: RMIT.

Booth, J., McPhail, R. & Ross, M. (2016). Selling A New Brand Internally: challenges of obtaining generating support through internal marketing communications, ANZAM, Brisbane, Australia: Queensland University of Technology.

## **REFERENCES**

Available upon request