**Ethan Whitehouse**

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ethanwhitehouse.net

SKILLS

* Proficiency in Microsoft Office/Excel/Powerpoint
* Research and reporting
* Interpersonal skills
* Portfolio management
* Investment knowledge
* Presentation skills
* Database design and analysis
* HTML/CSS
* Python
* SQL
* SPSS
* ERP

RELEVANT EXPERIENCE & WORK HISTORY

**Career Break** Nov 2023 - Apr 2024

**Cultural Immersion,** Guatemala

* Embarked upon a cultural immersion in various Latin American countries through which explored Latin American customs, cuisine and landscapes. This experience facilitated the expansion of my Spanish language skills.

**Macquarie Group,** Sydney Mar 2023 - Oct 2023

**Associate**

* Worked in the Wealth Operations division
* Processed transfers of managed funds and market listed securities
* Considered legislative, risk and reputational implications to maintain regular procedures revolving around superannuation and pension products.
* Exposure to corporate actions
* Processed client requests, providing consolidated portfolio and tax reporting and performed WRAP account reconciliation.
* Dealt with external stakeholders including financial advisors, margin lenders and fund managers.
* Conducted due diligence with AML and Red Flag checklists to mitigate compliance and fraud risk
* Identified pain points and recommended action at team and platform meetings and implemented solutions consistent with delivering an intuitive, personalised and consistent experience to clients
* Worked on an automations project which involved working with product owners and business analysts to streamline procedures and improve delivery time of solutions to clients

**Longueville Hotel**, Lane Cove Oct 2022 – Jan 2023

**Bartender**

* Bolstered client relations by anticipating needs, establishing rapport and catering to all guest requests
* Prepared all drink orders as required
* Responsible for upkeep of gaming machines and payout of TAB systems

**Sunset Diner,** Lane Cove Nov 2021 – Oct 2022

**Food and Beverage Attendant**

* Assessed customer needs and preferences to provide adequate food and beverage recommendations
* Crafted beverages and cocktails in accordance with a 10-item cocktail menu that required memorisation
* Monitored customers intake and prohibited sale of alcohol to intoxicated patrons
* Managed and recorded bookings

**Essence Group,** Sydney Dec 2019 – Nov 2021

**Marketing Assistant**

* Assisted in the development and execution of social media strategies, including both organic and paid campaigns across platforms such as Facebook, Instagram, Twitter, and LinkedIn.
* Coordinate and manage the daily scheduling of social media posts
* Helped create and dispatch email marketing campaigns, including newsletter distribution and promotional eDMs.
* Monitored social media and email campaign performance, generating reports to track engagement, growth, and effectiveness of different content types.
* Participated in brainstorming sessions for marketing campaign ideation and strategic planning.
* Assisted in content creation for various marketing materials, including graphics, blog posts, and video content.
* Provided administrative support to the marketing team as needed, including managing content calendars, coordinating meetings, and maintaining digital files.

EDUCATION

**UNSW Sydney,** Sydney

Bachelor of Commerce

* Major in Marketing & Major in Financial Technology
* Relevant course work: marketing, enterprise systems,, R, SQL, Python, portfolio management, statistics, database design and analysis, management

**Marist Catholic College North Shore,** Sydney

Higher School Certificate

* ATAR: 92.70
* Achieved Band 6 results in English Advanced, English Extension I and Studies of Religion I

CERTIFICATIONS

* Hubspot Digital Marketing
* Google – Fundamentals of Digital Marketing

EXTRACURRICULAR ACTIVITIES

* Homeless outreach: Matthew Talbot Hostel
* Aged care volunteer: Uniting Aldersgate Aged Care Facility
* Touch Football: UNSW Touch Club Social Touch
* Rugby League: represented high school and local club
* WPP Case Competition
* UNSW Management Society Leadership Program
* High distinction in UNSW Australian Economics Competition

REFEREES

* Benjamin Varela - Owner/Manager at Sunset Diner (Email: benvarela1983@gmail.com)
* Daniel Gill – Manager at Longueville Hotel (Email: daniel@gallagherhotels.com.au)
* Matt Beilby – Senior Manager at Macquarie Group (Ph: matt.beilby@macquarie.com)