



Emily Bocchino, has a professional business background from Bolivia, South America. She is the eldest daughter to the parents of seven children. Emily recently moved to Australia 3 years ago, meeting her spouse and life partner in Hobart, Tasmania. Emily acquired a position with ETMP in the role of Project Administration Officer where she has undertaken various projects which has not only allowed her to produce quality administrative duties, but also demonstrate how to manage and lead teams within specific programs.

### Expertise and Experience

Emily Bocchino is a master multi-tasker with an enthusiastic and upbeat attitude. In March 2020 ETMP were searching for an individual who was able to assist management internally; and Emily was without a doubt the best candidate for the position. Emily's attributes bring a vibrant ambiance with her polite and professional assistance via phone, mail, e-mail, organisational skills, and generally just a helpful hand with a positive presence in the workplace.

Emily has currently been working on a program with ETMP called Work Exposure in Government (WEX), an Indigenous program that builds the capacity for Indigenous youth (years 10-12) to pursue a career in the APS, project managing communications to over 200+ students and network stakeholders. Emily is always prepared and responsive when called upon. She aspires to develop and grow leadership skills through mentorship from Duane Vickery and Danny O'Neill and is willing to meet each challenge diligently.

### Areas of Specialisation

- ✓ Administrative Skills
- ✓ Verbal & Written Communication
- ✓ Time Management
- ✓ Organisational skills
- ✓ Strategic Planning
- ✓ Basic IT skills
- ✓ Basic Graphic Design
- ✓ Project Management

### Responsibilities & Duties

- ✓ Organising travel arrangements (booking flights, cars, and hotel and restaurant reservations)
- ✓ Maintain polite and professional communication via phone, e-mail, and mail
- ✓ Providing real-time scheduling support through ETMP database and Calendar
- ✓ Assistance in Marketing & Promotions with social media content