



## **Emily Ballard**

I am writing to express my interest for the Event Secretary position on the Interschool Queensland Committee. The following is a list of my skills, attributes and experience.

Skills to bring:

- Organisation
- Problem solving
- Communication
- Computer and graphic skills

Attributes:

- Attention to detail
- Respectful and professional manner
- Strong work ethic

Experience:

- Experience in organising stabling, job rosters, competitions draws, and communicating and organising sponsors for school state and national events.
- Experience within Interschool for 7 years as a competitor in a school without a team and as a member of a large equestrian team
- 2018 Team Captain - experience in co-ordinating and delegating tasks and working alongside the committee members including the Queensland Chef d'Equipe's.

Thank you for taking the time to read this application.