

Name: Nicole Araya

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Nominating Position: Secretary

My name is Nicole Araya and I am a fourth year Business/Law Student.



Reasons why I am nominating myself: I understand that a Secretary can be the backbone of a society; requiring behind the scenes work to ensure the smooth functioning of a successful society such as UTS LSS. I believe that I have the skills, experience and passion to guarantee the sufficient and efficient administrative support for UTS LSS.

Experiences which will assist me: My role as a paralegal at W.H Parsons & Associates has enabled me to undertake secretarial services for the maintenance of the firm and for the workplace. Not only this, but as a Youth Advisory Committee Convenor in my local council, my role directly involved organising resources and room arrangements for meetings, steering the meeting as a chairman as well as writing minutes for each meeting. I have further enhanced on my organisational skills by supporting my local council for the delivery of youth identified projects. At UTS, my experience as Vice President of Human Resources and Admin has allowed me to further develop my ability to manage my time effectively by completing multiple administrative duties. I would be honored to transfer my skills that I have gathered from UTS and my professional experiences into UTS LSS as a Secretary.

What I will bring to the role and what I will assist with council: I will bring unwavering dedication and enthusiasm into everything that I do, and I hope to extend this attitude to this role. Additionally, I will bring an unmatched strong work ethic to the team that will help ensure that all organisational duties are fulfilled. I hope to extend the administrative role that the Secretary currently upholds to a more advisory role to assist all portfolios within UTS LSS. This is to ensure that all council members are assisted accordingly to ensure that no council member's mental health or wellbeing is compromised. Overall, I wish to contribute to a better quality of life for UTS LSS Council members and maintain UTS LSS' success in 2021.