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Melbourne, VIC  
3070

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## Education

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### Master of Environment

The University of Melbourne, 2025.

### Graduate Certificate in Environment

The University of Melbourne, 2020.

### Bachelor of Architectural Studies,

University of South Australia, 2019.

### Advanced Diploma Interior Design

Tonsley TAFE, 2016.

### Bachelor of International Relations

University of South Australia, 2012. (partial)

### Diploma of Digital Photography

Highlands College Jersey, UK, 2010.

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## Skillset

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### Proficient

- Adobe Creative Suite
- Microsoft Office
- SketchUp
- AutoCAD
- Revit

### Basic

- Grasshoper
- Rhino
- Nvivo
- QGIS

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## Academic Achievements

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### Research Thesis (50pt), author:

Nature Agency and Inclusive Outcomes:  
A Systematic Review of Nature-Based  
Placemaking, 2025 (first class honours)

### Publication, co-author

Innovate4Cities Conference 2021:  
Student-Led Final Report

### Publication, co-author

COP26 Insights from the Innovate4Cities  
Conference 2021:  
Student-Led Briefing Report

### Golden Key Honour Society, 2018

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## Professional Experience

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### Maribyrnong City Council

Nov 2022 - Dec 2024

Placemaking Project Officer (Melbourne, AUS)

- Led the Existing Footscray Hospital Advocacy Plan and Route 82 Submission, collaborating with community stakeholders, internal officers across all four directorates and DTP.
- Co-led the Neighbourhood Walking Network project with transport colleagues, to establish cool walking routes and 10-year capital works program.
- Responsible for design and delivery of public toilets as outlined in the Maribyrnong Public Toilet Strategy 2019-2029.
- Secured funding for the first Changing Place facility in the municipality and co-designed facility in collaboration with the Disability Advisory Committee.
- Worked with ArtLife (artists living with disability) to create artwork for the Yarraville Gardens Changing Place and public toilet and support artist professional development.
- Created public toilet Artwrap program to promote local artists living in Maribyrnong.
- Produce 3D renders, concept design packages and master plans using SketchUp, CAD and Adobe Creative Suite.
- Facilitated internal and external workshops to ensure both technocratic and local knowledge insights into projects such as; Existing Footscray Hospital Advocacy Plan and Neighbourhood Walking Network.

### Post-Nouveau

Jul 2020 - current

Freelance Design, Furniture Restoration (Melbourne, AUS)

- Develop brand concepts and guidelines for new and existing businesses.
- Design and manage implementation of marketing strategies, including social media, media packages and copywriting.
- Media and content creation including, photography, screen printing, 3D visualisations, and other digital assets.
- Interior design consultation including working drawings, renders and furniture sourcing.
- Basic furniture making and restoration.

### Sembrando Arquitectura

Oct 2019 - May 2020

Architectural Assistant (Mexico City, MX)

- Undertake and present extensive site and community analysis for prospective projects with a particular focus on community engagement and sustainability.
- Facilitate community and professional rammed earth and construction methodology workshops.
- Source availability of construction materials including conducting on-site soil testing and analysis for potential earth construction.
- Work collaboratively with colleagues to develop architectural concepts and presentations.
- Produce 3D renders and architectural drawings using SketchUp, CAD, Revit and Adobe Creative Suite.
- Work on-site with tradespeople to develop understanding of construction methods and managing future projects.
- Responsible for designing digital and print collateral, including portfolio and event photography.

**Ellen Sharpe**

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## Executive Summary

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- A proactive creative problem-solver and lifelong learner with ability to think critically and analytically, and take initiative to achieve quality outcomes.

- Proven ability to manage multiple priorities in a fast-paced environment with end-to-end project management experience, working to budget and deadlines.

- Meticulous attention to detail and accuracy, and ability to grasp and quickly develop proficiency with new software platforms.

- Flexible, high performer working independently and within a collaborative team, with ability to make sound judgments and work under limited direction.

- Excellent written and verbal communication skills, including the natural ability to build relationship with a wide variety of personality types at various professional skill-levels.

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## Professional Experience

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**RIDE Transporatation (e-scooters)** Jan - Dec 2019  
Marketing and Customer Support Manager (Adelaide, AUS)

- Develop and manage customer support strategies to improve user experience.
- Analyse user data to ensure peak operating times are sufficiently rostered.
- Design and manage implementation of marketing strategies, including social media, media packages and copywriting.
- Recognise common complaints and work with app developers to improve user experience and efficiency.
- Worked collaboratively with colleagues to develop and present two successful council operating permits.
- Establish community and local business partnerships to increase tourism and community engagement.
- Additional office administration, organisation and key support role to the CEO.

**Naval, Military and Air Force Club of South Australia** Mar 2014 - Jan 2017  
Marketing and Memberships Coordinator (Adelaide, AUS)

- Instrumental in restructure of existing membership categories to expand demography.
- Analyse and interpret monthly membership statistics, and present subsequent recommendations.
- Develop and manage implementation of operational and marketing strategies.
- Responsible for designing digital and print collateral, including event and product photography and social media forums.
- Development of methodologies and evaluation processes for improved efficiency and reporting of research and project results.
- Establish and build relationships with prospective members and existing members.
- Additional office administration, organisation and key support role to the General Manager.

**The Cumberland Arms Hotel** Oct 2013 - Mar 2014  
General Manager (Adelaide, AUS)

- Recruiting, training and delegation of staff.
- Stock management and ongoing stocktaking and stock management as necessary
- Liaise and oversee FOH and BOH management.
- Keeping up to date with licensing legislation, liaising with the authorities and taking overall legal responsibility for the premises.
- Adhere to budgets and achieve KPI's, increasing profits and managing cashflow
- Build relationships with customers and uphold the highest customer service.
- Develop wine lists, seasonally.