

SUMMARY

- Motivated and professional Administration Officer with over 10 years' experience providing high quality administrative support to teams of up to 100 staff.
- Excellent communication and customer service skills, including the ability to successfully liaise, and build relationships, with people from all levels and backgrounds.
- Strong organisational skills, with excellent attention to detail and the ability to manage multiple competing priorities.
- Proven ability to identify and implement process improvements.
- Strong work ethic with the ability to work independently and as part of a team.
- Competent with a range of computer software, including Oracle and the Microsoft suite of packages.

EMPLOYMENT HISTORY

Administration Officer XYZ Resource Company

2013 - 2015

This busy role was responsible for providing an effective administration service to the Exploration, Appraisal and Development team which consisted of up to 100 staff members. Duties included booking all travel and training, raising and receipting purchase orders, onboarding/offboarding activities, reconciling expenses, ordering PPE and uniforms, booking meetings and other general administration duties.

Key Achievements

- Introduced and implemented a central electronic file storage system within an administration team which resulted in efficient file access and appropriate risk management of record loss.
- Created a spreadsheet which captured all travel and training for the team facilitating tracking and easy record retrieval.
- Consistently met or exceeded performance for the timely processing of purchase orders and adherence to supplier payment terms.

Technical Assistant XYZ Resource Company

2009 - 2013

This administrative role, with a technical flavour, involved liaising with local councils, engineers and technical personnel to arrange permits to move drilling rigs, submitting and coordinating government notices, maintaining a wide range of operational records within various databases, gathering details and coordinating camp usage records to arrange reimbursement and providing general rig support. Other responsibilities included managing central admin and personal mailboxes, general administrative support, making travel arrangements, expense reconciliation, raising and receipting Oracle purchase orders, assisting with organising new starters and troubleshooting.

Key Achievements

- Achieved 100% compliance with a government regulation to submit drilling notices within 10 days avoiding shutdowns and financial penalties over a 4.5 year period.
- Successfully completed a workload of over 700 compliant government notices and created more than 1000 jobs in the well information management software, Wellview.
- Competently monitored gas detectors for six month calibration which ensured that all 18 rigs had compliant and current gas detectors.

Typist (Agency Contract) ABC University

May – October 2009

This temporary role encompassed two key assignments. The first involved formatting large documents including creating table of contents, lists of figures and tables, table and figure labelling, designing and updating tables and general formatting. The documents included an annotated bibliography using Endnote (software used to publish and manage bibliographies) to update fields searched from Word documents. The second assignment involved transcribing interviews conducted with LMN Health professionals using an Olympus DSS Player Pro, Transcription Module (WMA files).

Key Achievements

- Successfully reformatted six large documents from international health professionals into a standardised format.
- Effectively transcribed over 80 interviews which were used to compile a report to Health Department.

Demonstrator Bali Dreaming Pty Ltd

2005 – 2008

This autonomous role was focused on raising funds for victims of the Bali bombings by hosting jewellery demonstrations in people's homes. Key responsibilities were to make contact with the host to organise an event, set up tables of jewellery, handbags etc in their homes, greet customers on arrival, present on the products and the families supported, and collect and balance monies.

Key Achievements

- Developed relationships and a reputation that resulted in up to five demonstration events per week.

PREVIOUS EXPERIENCE

Secretary to Plant Manager, HiSafe Coordinator, DEF Pty Ltd, WA

REFEREES

Available on request