0400 000 000

name.surname@email.com

 Suburb, Post Code Optional

**Name Surname**

**Career Summary**

Experienced Administrator with additional skills rostering, event management and (*job related skills here*). Interested in (*role here*) with a view to work in (*sector or career ambition*) in the future. Additional skills in (*transferrable, other skills in here*).

**Employment**

**Expression Australia Jan 2019 – Present**

**Administrator**

In Expression Australia I provided administrative support for a not-for-profit organisation in a cloud-based system, delivering services from multiple locations, responding to the operational needs.

.

* Creating and maintaining accurate client records
* Working with sensitive personal information
* Creating staff rosters for multiple offices in compliance with our covid-safe plan
* ……………………

**Thorne Harbour Health Jan 2018 – Jul 2018**

**Reception Officer**

In this role, I worked in the front desk and provided customer service and administrative support.

* Assisted staff, guests, and media to access the building.
* Worked closely with the security team to ensure the safety of the occupants.
* Issued access cards for new employees and consolidated records and access privileges.
* …………………….

**Continuous Development**

* Certificate II in Disability, Melbourne Polytechnic 2020
* Suicide Prevention, TGV 2019
* Trans @ Work Training, Expression Australia 2019
* Diversity Leadership Program, Diversity Council of Australia 2018
* …………………………..

**Education**

Advanced Diploma of Business 2017

EBAC, Melbourne

Diploma of Accounting 2015

RMIT, Melbourne
 **Additional**

**Languages**

English, Spanish and entry level Auslan

 **Licenses**

Victorian Driver’s License

Working with Children Check

 **Computer programs**

Microsoft Word, Excel, Outlook, and Teams, Zoom and Skype

**References**

Name Surname

Manager, Learning and Training

Expression Australia

p. 0400 000 000| e. them@email.com

Name Surname

Team Leader, Positive Living Centre

Thorne Harbour Health

p. 0400 000 000| e. them@email.com