

Chris Brown

14 South Street
DOWNTOWN, QLD 4009

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Objective

Seeking a role where my experience and knowledge will further be developed ensuring growth with positive outcomes.

Education

Responsible Service of Alcohol Certificate

First Aid Certificate

Partial completion BSB20120 Certificate II in Workplace Skills – Downtown TAFE

Work Experience

Sept 2019 – April 2020 Office Administrator Assistant

XYZ Corporation

Finance Department

General duties include:

- Answering and directing phone calls to relevant staff
- Scheduling meetings and appointments
- Taking notes and minutes in meetings
- Ordering and taking stock of office supplies
- Being a point of contact for a range of staff and external stakeholders
- Preparing documents for meetings and business trips
- Processing and directing mail and incoming packages or deliveries
- Greeting and directing visitors and new staff to the organisation
- Writing and issuing emails to teams and departments on behalf of teams or senior staff
- Issuing invoices to clients
- Maintaining records and client database

Nov 2018 – Aug 2019 Admin Assistant

Downtown Toyota

Jan 2017 – Aug 2018 Retail Attendant

Discount Traders

Jul 2015 – Jan 2017 Waitperson

Kingfisher Kafe, Downtown

Current Licences

- Working with Children Check
- Queensland Driver's Licence

Hobbies

- Australian Red Cross volunteer