

Chris Brown

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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

Jan 2021 – Dec 2022

Volunteer
P&C Association
Happy Days State High School

Assisting P&C President and committee members with:

- Follow-up calls to local businesses regarding donations of goods and services
- Assisting with planning P&C events
- Participating in meetings
- Distributing minutes and other communications

Had a break from work for 5 years until my child started school in 2021.

Sept 2014 – April 2016

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

Jan 2013 – Aug 2014 Retail Attendant
Discount Traders

Jul 2012 – Jan 2013 Waitperson
Kingfisher Kafe, Downtown

Current Licences

- Working with Children Check
- Queensland Driver's Licence

Hobbies

- Australian Red Cross volunteer