

Cheryl June Horin (nee Smith) - SUPPORT OFFICER

11 Phoebus Street, Upper Mount Gravatt Q 4122

Phone: (07) 3349 4951 or 0407 115 455 / Email Address: Cheryl.aaa@bigpond.com

CAREER OBJECTIVE

To be successful within a role that challenges my administrative, organisational and creative skills, which supplies job satisfaction and stability. Part time is desired due to ageing parents, and work/life balance.

PROFESSIONAL DEVELOPMENT

Current: **Self Employment – Able Administration Aid, Casual** (*since January 2010*)
Assignments: PA to Manager of Dinkum Energy/Avon Sales Representative/Document Formatter
Achievements:

- Creation of logos followed by stationery design and webpage development;
- Quotations, customer correspondence and submission document preparation;
- Compilation of Order of Service and Memory booklets;
- Representative for Avon Products Australia Pty Ltd;
- Order and returns processing, Invoicing and accounts receivable.

25/01/12 to 23/03/12 **Fire Service Professionals, Camp Hill**
Role: Accounts Assistant, Permanent Part Time – (2 months)
Achievements:

- Database entry of technicians’ job dockets; establishing new customers;
- MYOB; monthly recurring and invoicing of call outs, cost coding of purchases;
- Typing of customer firefighting equipment location listings.

Reason for Leaving: Company owner decided the position required to be filled full time.

10/10/06 to 26/09/08 **Capitalcorp Finance and Leasing, Upper Mt Gravatt**
Role: Part Time Database Administrator, Permanent Part Time - (1yr 11mths)
Achievements:

- Maintenance of brokers’ commissions’ database – data import of deals, rebates, debt recoveries and write offs; banking and payment allocation; query creation; data integrity checks.
- Excel spreadsheet/workbooks – daily banking; allocation payments for database uploading and reconciliation journals.
- Training of new team members financiers and branch communications.

Reason for Leaving: Global Financial Crisis, branch closures.

5/12/00 to 14/09/06 **Pacific Brands Sports and Leisure, Newmarket**
Role: Administration Support to WHSO, National OH&S Manager and the Site Occupational, Health, Safety & Environment Coordinator, Part time casual - (5yrs 9mths)
Achievements:

- Creation and maintenance of various databases - tracking expenses, employees’ details and Workcover claims, and order value adding;
- Formatting and presentation of all documentation including the company’s national Standards and Procedures;
- Preferred contractor management;
- Document management.

Reason for Leaving: Company restructure, ongoing duties absorbed by two existing full time positions.

OTHER PROFESSIONAL EXPERIENCE/ACHIEVEMENTS

- Long term “Temp” assignments with Fujitsu Australia and SUNCORP Insurance & Finance;
- Created a staff training/workshop database for approx. 500 staff;
- Automated Expenditure spread sheets from Expense Vouchers;
- Created an electronic multi user function room register file;
- Office Administrator with small advertising agency;
- Established office procedures, cataloguing system and new supplier liaisons;
- Office reorganisation to enable effective functioning and lone office attendance.
- Secretary to General Manager and Finance Administrators of large legal firm - Secretarial for 6 producers.

SKILLS

- Computer literate with an advanced knowledge of a number of software packages:
- MS Office Intermediate to Advanced (Word, Excel, Powerpoint, Outlook & Access)
- Graphics/Presentations Corel Draw X5 & Photopaint, Publisher
- Book keeping MYOB and SAP
- Supervision and training of office support staff;
- Proficient in telecommunication and reception;
- Image/photo restoration and manipulation;
- Typing speed of 73 w.p.m. at 98% accuracy achieved;
- Competent with a wide range of office equipment.

EDUCATION AND QUALIFICATIONS

- MYOB accounts payable and reconciliations via voluntary service with Brisbane Glass, Darra;
- Diploma – Clerical Assistant (Book-keeping, English, Typing), Right Type Business College;
- Certificate – Office Training Course, Seven Hills Technical College;
- Junior Certificate - Macgregor State High School.

PERSONAL ATTRIBUTES

- Team player, ability to work well with others, and eagerness to be of assistance;
- Ability to maintain workload deadlines;
- Determination to see tasks through to completion;
- Good oral and written communication skills;
- Confidentiality, tact and discretion when dealing with people and confidential information;
- Able to deal confidently with people at all levels;
- Motivated and willing to learn;
- Friendly personality with fun sense of humour.

AWARDS/RECOGNITION

- Recognition of five years of service with Pacific Brands;
- Agency client recognition via "Employee of the Month" award for creation of successful sales presentation;
- Awarded "Temp of the Month", by Adecco/Centacom Australia P/L;
- Awarded "Temp of the Year" by Alfred Marks Personnel Agency;
- "Vote of Thanks" awarded at RLSSQ AGM Function for exceptional administration services.

FURTHER INFORMATION

<http://au.linkedin.com/pub/cheryl-j-horin/15/204/318>
<http://ableadministrationaid.yolasite.com/>

REFERENCES

I have a number of written referrals available for witnessing, however the following persons are happy to provide verbal referrals should you wish to contact them:

Adrian Horin, Dinkum Energy
Mobile: 0400 715 799 / Email: adrian@dinkumenergy.com.au

Bronwyn Stafford, Automotive Repair Parts P/L, t/as All Bumpers and Headlights
Mobile: 0401 430 006/ Email: Bronwyn.Stafford@optusnet.com.au

Valerie Gilchrist,
Mobile: 0400 792 550 / Email: valgilchrist59@gmail.com

Karen Sweep, Brisbane Glass, Darra
Phone: (07) 3279 5041 / Email: karen@yourlocalglassman.com.au