**Mari Travers**

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**Objective**

To pursue a challenging and rewarding career position that will utilize my skills and education for betterment of a company.

**Summary of Qualifications**

* MS Word, MS Excel
* Proficient with all Microsoft Office Suite applications
* Strong analytical and organization skills
* Excellent interpersonal skills, phone manner, and office etiquette

**Experience**

**07/95 – 01/97 ABC Corporation Sydney  
Administrative Support**

* Assisting Office Manager with general office duties. Answering phones, faxing, scanning and mail.
* Maintaining communication between all 3 of our repair stations.
* Disbursing checks and other payroll related tasks.
* Updating and maintaining all manuals.
* Aand P, A and R, keeping all required aviation insurances current, purchasing.

**Education**

2012   
Foreign Language, University of Queensland

2011- 2013  
Bachelors Degree- Business, University of Woolongong