

# Breanne Sartori

## CONTACT DETAILS

3/11 Stevenson St  
Ascot  
QLD 4007

0450 376 822  
breanne.sartori@gmail.com

## EDUCATION AND TRAINING

B Arts (International Relations) - 2014  
University of QLD

Grad. Dip. Information Management - 2017  
RMIT

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## WORK EXPERIENCE

### **Services and Projects Officer**

GDP Group (QLD)  
October 2021 to Present

GDP Group is a property services company specialising in high risk work. I am responsible for scheduling services and projects; liaising with clients; ensuring legal compliance of our company, employees and equipment; overseeing client induction processes and the development of SWMS; report and proposal writing as well as other general administration tasks.

### **Librarian**

Logan City Council Libraries  
August 2020 to September 2021 (Contracted)

As a public librarian, I assisted customers with a range of information services, from locating information and resources, to reporting and data analysis. Being the senior person on site during after hours and weekend shifts I am comfortable delegating tasks to junior staff, dealing with conflict, problem solving and making decisions.

### **Administration Officer & PA**

Victoria University - Research Services  
July 2019 to February 2020 (Contracted)

Reporting to the Director of Research Services and on occasion Deputy Vice Chancellor of Research, I provided high level administrative and project support to the Director and wider team. My responsibilities included project management, data analysis, report writing, drafting communications and agenda setting and minute taking for meetings.

### **Information Services Librarian**

Mornington Peninsula Shire Libraries  
January 2018 to July 2019

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## WORK EXPERIENCE cont.

As a public librarian, I was required to assist with a range of information services, from assisting with locating information and resources, to providing training to staff and the public in the use of technology. I was responsible for the development and running of Code Club for high school students, as well as program development and delivery for adults.

### Office Manager

Aesthetic - An Experiential Creative Agency  
October 2014 to January 2018

As the Office Manager for a startup, I was responsible for all of the administration, financial and technological requirements of the company. This included payroll, organising travel, assisting with events and marketing, overseeing office projects such as the upgrade of our systems and networks - to name a few responsibilities!

## SKILLS AND ATTRIBUTES

- Advanced use of Microsoft Office
- Evidence based decision making skills
- High level problem solving skills
- Advanced research skills
- Ability to interpret data and utilise it in decision making
- Excellent communication skills
- High level of integrity

## REFEREES

Available on request