Work Experience

Apr 2020 – Current Finance Officer

***Achievements*** This role gave me an incredible opportunity to establish strong relationship with staff at all levels from both internal and externally to the service, excellent place to understand the insights of the business from a cost centre level to service level as a whole, great platform to utilise both soft and hard skills in prioritising problem solving and achieving target outcome within timeline.

Jun 2018 – Mar 2020 Patient Support Officer

***Achievements*** I achieved many of my personal goals working with Perioperative Services team. I was able to utilise my interpersonal skills and customer service experience to assist patients and staff with high efficiency and great outcomes while maintaining a fun, interactive workplace environment.

Mar 2018 – Jun 2018 Workforce Support Administration Assistant

***Achievements*** his role was a great start of my career with NSW Health with an opportunity to learn, understand, and practice the application of all general administrative tasks to help support the operation of Workforce Support team, Recruitment team and the preparation of People Matter Employee Survey project.

Nov 2017 – Jan 2018 Customer Service Representative

Herbs of Gold Vita Life Sciences Ltd Herbs of Gold Vita Life Sciences Ltd

***Achievements*** My experience in this position was a short-lived joy and successful. I achieved my personal goal of advancing my administrative skills and organisational skills within a dynamic environment. I was proven to be a fast learner, good team player and achieved target outcome with high quality customer service.

Sep 2012 – Jan 2018 Retail Naturopath

***Achievements***

This role provided a great practical experience in developing interpersonal skills with great personal achievements in building up and maintaining rapport with clients. I learnt to be a good listener, effective communicator, problem solver, and an effective team player with people from all levels and backgrounds. I enjoyed applying my skills and knowledge to help assisting people to improve their quality of life while helping small family businesses to continue to grow.