



JONATHAN OW

Administration Assistant

CONTACT

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EDUCATION

SAE CREATIVE MEDIA
INSTITUTE (2017-2018)

Diploma of Film
- Graduated April 2018

PACIFIC HILL CHRISTIAN
SCHOOL (2005-2016)

High school certificate
- Graduated November 2016

CORE SKILLS AND ABILITIES

- Excellent computer expertise, including troubleshooting technical desktop issues.
- Professional proficiency of Microsoft suite.
- Ability to maintain attention to detail over extensive periods
- Optimising workflow of various tasks to ensure quick and efficient delivery of physical and digital products.
- Conversational Mandarin.

REFERENCES

- CAN BE PROVIDED ON REQUEST

PROFILE

Jonathan is a young and passionate individual looking to bring his versatile skillset in the area of project management. He possesses professional administrative and technical skills from his experience working for Douglass Hanly Moir, as well as during his time as a Media Freelancer.

PROFESSIONAL EXPERIENCE

DOUGLASS HANLY MOIR PATHOLOGY

Administration Assistant - Training Department (May 2022 - Present)

- Continuously updated and maintained cloud database of over 10,000 employees.
- Efficiently created and distributed over 50,000 training and assessment materials, meeting set deadlines.
- Upheld a professional work culture by providing consistent feedback resulting in the improvement and streamlining of training resources.
- Accurately handled and filled sensitive documentation both physical and digital of 1000+ applicants without error whilst maintaining confidentiality.

JONATHAN OW FREELANCE MEDIA

Media Freelancer - Video and Photography (December 2019 - December 2020)

- Leveraged computer software and technology to ensure high quality deliverables
- Singlehandedly developed and maintained a small business.
- Worked closely with a client base of large not-for-profit organisations such as Sport Disability Australia and The Australian Chinese Association.
- Photographed over 2000 high-quality images for both print and internet distribution.

VOLUNTEERING

Summerfest Bathurst Mission (May 2021 - Present)

- Involved in the preparation and teaching of kids' Bible programs in the Bathurst area.
- Regular team building exercises and training in how to effectively communicate stories and ideas to children.

Arise Anglican Church (Oct 2019 - present)

- Overseeing production and distribution of promotional material on social media platforms
- Working with a small team to maintain audio-visual coherency during weekly church services.