With a background in Full Stack Development and a commitment to excellence, I am confident in my ability to meet and exceed the expectations outlined by the Attorney-General's Department.

**Diary Management, Travel Coordination, and Administrative Support**

In my role as a Full Stack Developer at Ausmate Group, I collaborated with a cross-functional team, showcasing my ability to manage complex schedules and coordinate travel arrangements. I successfully provided administrative support, including preparing meeting documentation and ordering stationery. Additionally, my experience in financial management, such as processing accounts payable and managing corporate credit card accounts, aligns with the expectations of this role.

**Communication and Stakeholder Engagement**

As demonstrated during my internship, I possess strong communication skills, providing 'front of house' support by handling telephone triage, general correspondence, and responding to queries. I have experience building rapport with stakeholders and resolving moderately complex issues, reflecting my commitment to maintaining positive relationships and serving as a conduit between executives and the broader department.

**Decision-Making and Contribution to Strategic Planning**

My active participation in code reviews and strategic planning at Ausmate Group attests to my decision-making abilities within defined parameters. I contributed new ideas, identified opportunities to improve business efficiency, and actively participated in a comprehensive page redesign, resulting in the successful launch of a new professional e-commerce website.

**Inclusivity, Emotional Intelligence, and Peer Support**

During my internship, I actively contributed to creating an inclusive and collaborative team culture, fostering emotional intelligence in the workplace. My involvement in the Executive Assistant Network and provision of peer support align with the department's expectations for building a culture of inclusivity.

**Initiative, Problem Solving, and Continuous Learning**

In my role at Ausmate Group, I proactively tackled challenges by introducing new technologies like Express.js, Vite, and Redux. I played a key role in troubleshooting and debugging, ensuring optimal web application performance. Actively engaging in professional development, I stay current with industry trends, contributing innovative ideas to elevate project outcomes.

In conclusion, my diverse skill set, clear communication, and commitment to meeting AGD Performance Expectations position me as an ideal candidate for the Executive Assistant APS 4 role. I am eager to contribute my experiences and drive to the department, furthering its mission to shape a fairer, more just Australia for all.