

NATALIE BOTTEMA

Creative Professional

Creative professional who thrives off research, software development, collaboration & design.

Work History

**2015-08 -
Current**

Office Administrator

Myer Stores Limited, Brisbane, QLD

- Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
- Completed store auditing, which included balancing store holdings.
- Scheduled for support departments.
- Made announcements over store PA system.
- Completed store signage.
- Tracked office supplies and restocked low items to keep team members on-task and productive.
- Trained new employees on administrative procedures, company policies and performance standards.
- Upheld confidentiality of employee, contractor and customer details.
- Helped distribute employee notices and mail around office.
- Ensured that employees and contractors held current OH&S training.
- Opened and closed store following operational procedures.
- Supervised late-night shop fit-outs and construction.
- Updated store safe work practices documentation to meet site compliance.
- Assisted with store evacuations and emergencies per company policy and relevant fire warden training.
- Provided technical assistance with stock take and stock management.

Contact

Address

Taringa, QLD, 4068

Phone

045 013 3794

E-Mail

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Skills

Office Administration

Documentation

Microsoft Office Suites

Expense Reporting

Payroll Administration

Maintaining Employee
Records

Collections Management

Preventative Conservation

Exhibition Design

Engagement with Digital
Audiences

Academic Writing

Operations Oversight

Budgeting

Financial Oversight

- Completed data entry for stock adjustments following store stock take.
- Documented lost property according to store policy.
- Ensured store fulfilled site safety requirements via site safety activity planner and site operational plan.
- Ensured that first aid qualifications were current.
- Provided first aid to employees, contractors, and customers.
- Ensured confidentiality between parties when incidents occurred.
- Completed store incident reports with relevant line managers to minimise future incidents and facilitate return to work plans.

**2019-07 -
2020-01**

Intern

MacArthur Museum, Brisbane, QLD

- Handled objects according to MacArthur Museum guidelines.
- Catalogued and researched new acquisitions to update collections database and prepare for future exhibitions.
- Assisted in research and digital documentation related to reports on significance and condition of objects in collection.
- Provided support in educational development and research.
- Planned and conducted special research projects in World War II propaganda, resulting in development of new didactic displays.

**2018-02 -
2018-04**

Intern

Národní Muzeum - Ethnography Department, Prague, Czech Republic

- Handled objects according to Národní Muzeum guidelines.
- Processed new acquisitions by assigning inventory numbers and entering into database.
- Photographed and filmed regional folk performances and traditions.
- Reviewed and edited English translation of didactic panels

Software

Kronos Workforce
Management



HTML & CSS



JavaScript



Vernon E-hive



MicroStrategy



Languages

German



- Prepared photographs of Medieval Hallstatt bronze age collection for museum database.
- Maintained Ethnographic and Archaeological collection records and performed annual inventory of Medieval Hallstatt collection.
- Received, photographed, catalogued, researched and prepared Czech Ethnographic objects for display for subculture 'Tramp' collection.
- Received, photographed, catalogued, researched and prepared archaeological objects for display for medieval Hallstatt collection.
- Planned and conducted special research projects in Czech subcultures and art, resulting in development of new exhibits.

**2013-10 -
2015-08**

Payroll Administrator

Myer Stores Limited, Brisbane, QLD

- Processed fortnightly payroll and ensured timely payment of salaries and entitlements for over 300 employees.
- Processed manual payroll adjustments concerning long service leave entitlements.
- Produced payroll reports, which included individual team member payment summaries.
- Processed timesheets and invoices from cosmetic houses.
- Finalised daily timecard exceptions by adjusting employee timecards.
- Processed annual leave, carer's leave and personal leave bookings.
- Processed workers compensation claims in liaison with Risk and Safety team.
- Archived payroll documentation.
- Processed terminations and ensured that final termination payment was correct.
- Ensured that knowledge of enterprise bargaining agreements concerning state legislation and Myer Stores Limited policy was up to date.
- Scheduled and filled vacancies.
- Assisted in recruitment and onboarding of new team members.

- Upheld confidentiality of employee and company details.
- Updated employee files with new details such as changes in address or salary levels.
- Completed employee change forms for changes in pay groups, average hours over four weeks, deductions, pay increases and over-award payments.
- Responded to employee questions and requests for information in timely and knowledgeable fashion.
- Facilitated conversion from Kronos Workforce TimeKeeper and implementation of Kronos Workforce Management.

Education

**2015-02 -
2018-06**

Master of Arts: Museum Studies

University of Queensland - St Lucia, QLD

- Coursework in collections management, exhibition design, community outreach programs, and cultural heritage law.
- Dissertation: Museum Learning in a Digitally Responsive World.
- Dean's List Semester 1 2018.

**2016-01 -
2016-02**

Field School: The Working Lives Project

University of Queensland - Ha Noi & Da Nang, Vietnam

- Focused on multicultural engagement and interaction with museum professionals and students in Vietnam.
- Utilised a memory work methodology, which worked alongside the Vietnamese community to construct an exhibition on bicycles and mobility in Vietnam.
- Allowed acknowledgement of the challenges associated with memory work and the requirement of constant curatorial adjustment to suit community needs.

**2010-02 -
2013-06**

Bachelor of Arts: Archaeology

University of Queensland - St Lucia, QLD

- Coursework in ancient Greek, Roman, and Egyptian history, prehistory, archaeological science, forensics, anthropology and writing
- Extended major in archaeology

2021-03 -

2022-01

Diploma of Information Technology

Coder Academy - Brisbane, QLD

- Coursework in HTML, CSS, Ruby, JavaScript, React
- Coursework in Project Management, Agile Methodologies, Design Theory

Certifications

current

First Aid/CPR Certified