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|  | 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. * 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 * 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 confidentially 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**  **2021-03 - 2022-01** |  | **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   **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 | |  |  | |  | | --- | | NATALIE BOTTEMA  Creative Professional |     **Contact**      Address  Taringa, QLD, 4068  Phone  045 013 3794  E-Mail  natalie936@hotmail.com    **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    **Software**      Kronos Workforce Management    HTML & CSS  JavaScript    Vernon E-hive    MicroStrategy      **Languages**      German |  |

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