

ARMIN MARTH

Strata Management / Administrative Assistant

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PROFESSIONAL SUMMARY

Detail-oriented Administrative Professional with extensive experience in strata management, administrative support, and small business operations. Demonstrates exceptional organisational skills, attention to detail, and ability to manage multiple priorities in fast-paced environments. Combines strong communication abilities with technical proficiency to streamline administrative processes and enhance operational efficiency. Committed to providing outstanding client service and maintaining accurate documentation and records.

EDUCATION

TAFE NSW - Certificate IV in Project Management Practice, 2023 - Certificate IV in Information Technology, 2023 - Certificate IV in Cyber Security, 2023

Additional Training - TAFE Statement in Accidental Counselling, 2020

RELEVANT SKILLS

Administrative Expertise: - Document management and filing systems - Client relationship management - Meeting coordination and minute-taking - Data entry and records management - Office equipment operation and maintenance - Administrative process improvement

Strata Management Support: - Strata documentation processing - Owner and tenant communication - Maintenance request coordination - Compliance documentation management - Committee meeting support - Levy and payment processing

Technical Proficiencies: - Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) - Property management software - Database management - Digital filing systems - Client relationship management (CRM) systems - Virtual meeting platforms

PROFESSIONAL EXPERIENCE

Self-Employed Business Administrator, Sydney, NSW

Administrative Consultant | 2023 – 2025 - Provided comprehensive administrative support to small businesses, helping streamline their operations and

documentation processes - Created and maintained efficient document management systems tailored to each client's specific needs - Developed administrative procedures and workflows to improve operational efficiency - Coordinated office moves and reorganizations, ensuring minimal disruption to business operations - Managed client communications and maintained professional relationships with stakeholders - Created detailed project plans, schedules, and timelines for business operations and special projects - Prepared professional documentation including correspondence, reports, and presentations - Maintained accurate records and organized filing systems for easy information retrieval - Coordinated meetings and appointments, preparing agendas and recording minutes - Managed timesheets, invoicing, and basic bookkeeping for small business clients - Collaborated with IT specialists to ensure administrative systems were properly integrated with technical infrastructure - Provided training to client staff on administrative procedures and document management

Combined Strata, Sydney, NSW

Admin Support | 2020 – 2022 - Managed incoming queries from owners and tenants, providing prompt and accurate information and solutions - Processed and organised strata documentation, ensuring compliance with regulatory requirements - Maintained comprehensive digital and physical filing systems for multiple strata schemes - Coordinated inspections and scheduled maintenance with contractors, ensuring timely completion - Prepared correspondence and notices for owners and committee members - Maintained open communication lines with clients regarding inspections and scheduled maintenance - Trained staff in productivity software use, improving operational efficiency - Implemented document management systems to streamline administrative processes

ASHM (Non-profit organisation for health professionals), Sydney, NSW

Project Officer – Executive Support | 2017 – 2018 - Provided high-level administrative support to the CEO, managing correspondence and scheduling - Supported communications with committees and projects, ensuring accurate information flow - Maintained data quality and performed data entry tasks with exceptional attention to detail - Conducted routine enquiries on CRM and assisted in building dashboards for reporting - Coordinated and prepared documentation for committee meetings and project initiatives - Managed administrative aspects of the Moodle-based e-Learning platform

Medical Director Pty Ltd, Sydney, NSW

QA Test Analyst/Graduate Model Development Engineer | 2010 – 2015 - Maintained detailed documentation of testing procedures and results - Coordinated with cross-functional teams to ensure project deliverables met quality standards - Prepared comprehensive reports, plans, budgets, and metrics for various projects - Managed project documentation and ensured version control

compliance - Developed and maintained testing documentation and procedural guidelines

CNS Health Pty Ltd, Sydney, NSW

Project Coordinator | 2008 – 2010 - Coordinated the establishment of e-messaging systems for healthcare providers - Managed administrative aspects of system security for 100+ medical practices - Maintained detailed records of client/server databases and system configurations - Administered and maintained information systems with meticulous attention to detail - Coordinated with healthcare providers to ensure smooth implementation of systems

Mednetwork Systems Pty Ltd / Medilink Solutions

Customer Services Officer | 2007 – 2010 - Provided administrative support and customer service for medical practice management software - Maintained detailed records of client interactions and technical support provided - Coordinated client migrations from legacy systems to new solutions - Managed documentation for off-site backup solutions - Assisted in training new staff on administrative procedures and customer service protocols

ADDITIONAL SKILLS

- Exceptional attention to detail and accuracy
- Strong written and verbal communication skills
- Ability to prioritise tasks and manage time effectively
- Professional and courteous client interaction
- Problem-solving and critical thinking abilities
- Adaptability and willingness to learn new systems
- Budget management and resource allocation
- Event planning and coordination

VOLUNTEER EXPERIENCE

Sydney Gaymers, Sydney, NSW Lead Organiser and Administrator | 2012 – 2020 - Managed administration and funding for a registered non-profit community group - Coordinated logistics, budgets, and venue arrangements for numerous events - Maintained detailed records and documentation for the organisation - Negotiated agreements with venues and managed administrative aspects of events - Grew membership from a small group to a community of 2,500 members through effective administration and organisation

REFERENCES

Available upon request