# ARMIN MARTH

**Strata Management / Administrative Assistant**

**Email:** arminmarth@gmail.com  
**Phone:** 0415 639 091  
**Location:** Edmondson Park, Sydney NSW 2174, Australia  
**LinkedIn:** [linkedin.com/in/armin-marth](https://www.linkedin.com/in/armin-marth/)

## 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