ARMIN MARTH

### Strata Management Professional

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**Location:** Edmondson Park, Sydney NSW 2174, Australia

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### PROFESSIONAL SUMMARY

Detail-oriented Strata Management Professional with a Certificate of Registration (Strata Management) and currently enrolled in Certificate IV in Strata Community Management from ACOP. Combines strong administrative capabilities with excellent interpersonal skills to deliver exceptional service in strata environments. Experienced in managing documentation, coordinating maintenance, and ensuring compliance with regulatory requirements. Demonstrates exceptional organisational abilities, attention to detail, and commitment to maintaining positive client relationships.

### EDUCATION

**Australian College of Professionals (ACOP), NSW**

* CPP40521 Certificate IV in Strata Community Management, 2025 (continuing)
* **Certificate of Registration (Strata Management), 2024**
  + BSBWHS307: Apply knowledge of WHS laws in the workplace
  + CPPSCM3020: Source and extract information from strata plans
  + CPPSCM4009: Access and interpret legislation in strata community management
  + CPPSCM4028: Identify and analyse risks in strata community management
  + CPPSCM3017: Work effectively in strata community management

**TAFE NSW**

* Advanced Diploma of Information Technology (Cyber Security), 2024
* Diploma of Information Technology (Advanced Networking, Cloud Architecture), 2024
* TAFE Statement in Accidental Counselling, 2024

### KEY SKILLS

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| **Strata Management:**   * Strata plan interpretation and analysis * Strata legislation knowledge and application * Risk identification and management in strata communities * WHS laws application in strata environments * Effective communication in strata community management | **Systems & Applications:**   * Document management and filing systems * Regulatory compliance and record-keeping * Meeting coordination and minute-taking * Client relationship management * Process improvement and workflow optimisation |
| **Infrastructure & Security:**   * Strata management software (MRI Strata Master) * Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) * Database management and CRM systems * Digital filing and document control systems * Project management tools | |

### PROFESSIONAL EXPERIENCE

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| **Self-Employed Administrative Consultant, Sydney, NSW** | ***Admin Specialist | 2023 – 2025*** |

* Provided comprehensive administrative support to small businesses, including strata management companies
* Developed and implemented efficient document management systems tailored to strata 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 reorganisations, 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 organised 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

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| **Combined Strata, Sydney, NSW** | ***Admin Support | 2019 – 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

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| **ASHM (Non-profit health organisation), Sydney, NSW** | ***Project Support Officer | 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

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| **PLOY, Sydney, NSW** | ***IT Support Contractor | 2015 – 2016*** |

* Coordinated documentation and record-keeping for multiple aged care facilities
* Developed and implemented standardised procedures for equipment deployment across multiple sites, creating efficient workflows that reduced implementation time
* Managed stakeholder communications with facility administrators and staff, providing clear technical instructions in non-technical language and conducting effective training sessions

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| **Medical Director Pty Ltd, Sydney, NSW** | ***QA Test Analyst | 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

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| **CNS Health, 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

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| **MedNetwork Systems / Medilink Solutions, Sydney** | ***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

### VOLUNTEER EXPERIENCE

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| **Sydney Gaymers, Sydney, NSW** | ***Lead Organiser and Administrator | 2012 – 2020*** |

* Managed IT infrastructure for events, including networking, audio-visual equipment, and gaming systems
* Developed and maintained the organisation's website and online community platforms
* Implemented technical solutions for event registration, communication, and member management

REFERENCES *Available upon request*