

Personal Details

Name in full:	Miss Caroline Mae Thomson
Date of birth:	22 nd November 1994
Residential address:	13a Australian Ave, Clovelly Park, SA 5042
Postal address:	13a Australian Ave, Clovelly Park, SA 5042
Phone:	0459 525 350
Email address:	carolinemae@live.com

Personal Attributes

- Good communication and coordination skills
- High attention to detail
- Excellent computer literacy
- Extensive and advanced Microsoft Office Suite knowledge
- Ability to grasp new concepts quickly
- Willing and enthusiastic learner
- Ability to work in a fast-paced environment and meet deadlines
- Good organisational and planning skills
- Ability to prioritise work effectively
- Ability to work independently and within a team

Education / Qualifications

Education:	Murray Bridge High School Year 12 completed in 2012
Qualifications:	Fullstack Web Development Bootcamp at University of Adelaide May 2022 – Present Certificate III in Accounts Administration 2015 – 2016

Employment History

Eichler Earthmovers Pty Ltd

June 2021 – Current

Mannum, SA 5238

Administration / Office Manager

- Provide administrative support to office staff including Works Manager, Business Manager, Project Manager/Engineer, and Accounts Department
- Customer service and correspondence
- Processing invoices and issuing accounts
- Collating information for costings
- Quotation and maintenance of price lists
- Scheduling of deliveries and works
- Providing IT support and troubleshooting
- Liaising with customers and suppliers

A Class Joinery

June 2020 – August 2022

Remote (Contractor)

Joinery / AutoCAD Drafter

- Provide 2D shop drawings for residential and commercial projects using AutoCAD
- Provide quotation, generate and distribute invoicing
- Liaise with client regarding designs

Emilia Jane Kitchens

July 2019 – June 2020

Murray Bridge, SA 5253

Joinery Drafter / Microvellum Programmer

- Provide 2D and 3D shop drawings for residential and commercial projects using Microvellum
- Design and program joinery materials and quantities using Microvellum and maintaining connection to the CNC machine and machine operator
- Maintain Microvellum library database
- Generate reports from Microvellum
- Provide experienced advice and information on relevant products and services to residential, customers, builders and other staff personnel
- Liaise with customers, builders and other staff personnel to create and finalise designs
- Provide quotation to clients
- Train and assist junior drafters

- Facilitate the effective day to day, Empower scheduling and data entry of Emilia Jane Kitchens
- Provide accurate and timely upkeep of the Empower program and Reporting Requirements
- Provide quotation to clients
- Maintenance of employee payroll details, payments and administration
- Contribute to the ongoing development of Business Objectives and continuous improvement of internal systems and business processes
- Providing effective and timely administrative support to the Operations Manager and General Manager
- Demonstrate effective and organised records management practice
- Establish and maintain effective working relationships within Kookaburra Home Solutions and Emilia Jane kitchens in Murray Bridge and other external clients including contractors, suppliers and wholesale customers
- Work effectively within a team based environment as well as independently
- Assist with the implementation of WH&S Practices and Company Policies
- Provide assistance with invoice processing

- Schedule and host selection appointments
- Liaise with clients on the products, materials and construction of their new home
- Liaise with the sales, pre-construction, estimating, and construction teams
- Liaise with suppliers
- Draft and finalise building schedules, folders and other documentation required for construction

- Answer correspondence
- Provide PA support to the Construction Manager
- Use of Web QA
- Use of Constructor
- Update daily, weekly and monthly reports
- Provide clients with house build updates
- Organise and book transport for houses (route surveys, council approvals, clearance certificates, etc.)

Ravensthorpe Country Kitchen

February 2015 – August 2015

Ravensthorpe, WA 6346

Accounts Administrator

- Processing employee pays
- Processing/aiding the accounts receivable/payable.
- Review and answer correspondence
- Balancing and entering end of day floats
- Process payments of invoices

Piacentini & Son – Ravensthorpe Nickel Mine

June 2013 – August 2015

Ravensthorpe, WA 6346

Administration Officer

- Daily data entry
- Database management
- Direct assistance to the Project Manager
- Preparation of timely and accurate reports for the Project Manager, Projects Manager and client
- Process and reconcile EOM with the Projects Manager and client
- Review and answer correspondence, respond to urgent requests
- Respond to employee queries and complaints
- Create, review and rectify spreadsheets
- Contact potential employees, mobilise new employees
- Organise and plan employee rosters
- Organise medical appointments, flights and accommodation bookings
- Management of personnel files and confidential documents
- Review and process documents
- Maintain storeroom and monitor stock levels
- Create and update procedure manuals and miscellaneous documents
- Record machine utilisation
- Train trainee administrators
- Time sheet management

Woolworths Pty Ltd

September 2011 – April 2013

Murray Bridge, SA 5253

Cashier Assistant

- Customer service
- Processing change-orders
- Assist and supervise self-serve

References

Available upon request.