

# Caroline Thomson

## Personal Details

---

Phone: 0459 525 350

Email address: [carolinemaee@live.com](mailto:carolinemaee@live.com)

Portfolio: [www.carolinethomson.dev](http://www.carolinethomson.dev)

## 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

---

**Fullstack Web Development Bootcamp**  
The University of Adelaide

May 2022 – Present

- ✓ Apollo / GraphQL
- ✓ React
- ✓ SQL (MySQL)
- ✓ NoSQL (MongoDB)
- ✓ Node.js
- ✓ Express.js
- ✓ JavaScript
- ✓ APIs (Web & Third-Party)
- ✓ Advanced HTML & CSS

**Certificate III in Accounts Administration**

2015 - 2016

TAFE SA

- ✓ Design and produce business documents
- ✓ Process financial transactions and extract interim reports
- ✓ Perform financial calculations
- ✓ Administer subsidiary accounts and ledgers
- ✓ Receipt and payment processing and documentation
- ✓ Produce spreadsheets

**Certificate II in Financial Services**

2013 – 2014

TAFE SA

- ✓ Use business technology
- ✓ Develop understanding of debt and consumer credit
- ✓ Develop understanding of taxation
- ✓ Work effectively in the financial services industry
- ✓ Work effectively with others

**Murray Bridge High School**

2012

- ✓ Year 12

## 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
- MYOB - 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

**Emilia Jane Kitchens**

March 2017 – July 2019

Murray Bridge, SA 5253

Business Systems Administrator

- 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

**Kookaburra Homes**  
Murray Bridge, SA 5253  
[Selections Consultant](#)

April 2016 – March 2017

- 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

**Kookaburra Homes**  
Murray Bridge, SA 5253  
[Construction Administrator](#)

January 2016 – April 2016

- 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**  
Ravensthorpe, WA 6346  
[Accounts Administrator](#)

February 2015 – August 2015

- 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

---

References available upon request.