

Payton Brindle

DOB: 16/02/2001 | 17 Liamina Avenue, WOONONA NSW 2517 | 0448 448 048 | brindlepayton@gmail.com

Professional Summary

I am an enthusiastic, committed, and driven team member with a proven record of working collaboratively to achieve team objectives. Self-driven and motivated problem solver, with attention to detail. I enjoy taking on new challenges and I believe I have the right skills and mindset to suit the job. I am currently enrolled in university and have included my current availability based on the upcoming semester below.

Education

- Higher School Certificate – Completed in 2019
- Cert IV: Mortgage Broking & Finance – Completed January 2022
- Bachelor of Education (Secondary) / Bachelor of Arts (Design Innovation and Technologies) – Graduating 2026

Skills & Qualifications

- Leadership
- Time management
- Collaborative
- Decision-making
- Skilled multi-tasking
- Works well under pressure
- Fast learner
- Adaptable
- Customer focused
- Unrestricted Driver's License
- WWCC Exp. 26/02/2026
- Forklift License

Experience

- **Admin | JBT Haulage | May 2022 – Current**
 - Filing paperwork; Accounts; proof-reading timesheets; cleaning office
- **Finance Broker Assistant – Full-Time | Ritchie Group Finance Pty Ltd | February 2021 – May 2022**
 - Preparing documents; speaking with clients & lenders; completing compliance tasks
- **Babysitting | Casual**
 - Children aged Newborn-13years old; feeding; toilet training; entertaining; putting to bed; assisting with homework
- **Front Of House Casual – Weekends | Bulli Beach Cafe | October 2016 – December 2021**
 - Training of new employees; making of beverages and simple meals; serving customers; cleaning; assisting in the opening and closing of the restaurant; stocking and organising front of house
- **Admin/Personal Assistant – Full-Time | Ritchie Group Pty Ltd | February 2020 – February 2021**
 - Filing; invoices; reconciling invoices; loading payments; cleaning
- **Admin | JBT Haulage | January 2018 – May 2020**
 - Filing paperwork; proof-reading timesheets; cleaning office
- **Shop Assistant | Lejon and Co | September 2018 – May 2019**
 - Picking up deliveries; distributing of recycling; cleaning; serving and assisting customers; opening and closing of store

References

- Lana Bloom | Bulli Beach Café | 0401 193 591
- Melissa Charnock | Ritchie Group Finance | 0403 476 400
- Thomas Clark | JBT Haulage | 0417 926 860
- Troy Ritchie | Ritchie Group | 0431 373 683