

matters with confidentiality and the application of company standards.

- Assisted Senior HR members with various tasks daily.
- Served as the main point of contact for the HR department.
- Reported important events and incidences to senior HR members.
- Recorded and reported employee issues, and brought them to Senior HR members when necessary.
- Collaborated with the head of HR to meet and exceed all initiatives.

Human Resources Assistant at Fighting Chance Australia

April 2020 – May 2021

- Coordinated with the HR manager and human resources department to identify quality improvements to enhance the employee experience, including refining the onboarding process and refining communication protocols for staff issues
- Effectively utilised Human Resources Information Systems.
- Created and maintained files in accordance with HR protocol.
- Reported important events and incidences to senior HR members and helped to manage Human Resources concerns and department workflow.
- Continually revisited company policies and regulations and made changes when appropriate.
- Developed and implemented company policies and codes that supported long-term and short-term goals.
- Properly screened candidates by reviewing resumes, and applications, and performing thorough screenings.
- Managed sourcing, screening, interviewing and placing of candidates.
- Always Brought forth a compassionate and helpful attitude.

Project Coordinator at Castlereagh Group Industries

July 2019 – October 2019

- Worked closely with project managers and engineers to ensure project needs were fulfilled and budgets were honoured.
- Created, Managed and analysed construction environmental plans, WHS/OHS plans,
- Traffic control plans, Geo-technical reports, Design Drawings, permits and filled-out tender documentation.
- Liaised with project developers, Managers and Public work advisers to keep the project in check.
- Attended site meetings and tender jobs
- Dealt with insurance matters and policies in accordance to the project
- Solved multiple issues in regards to faults in documentation, onsite matters and general questions.
- Management of first aid supplies and injuries onsite with the OHS/WHS

policies.

Administrator at Jigsaw Australia

Feb 2019 – July 2019

Replaced operations coordinator position with exact duties but with different title

- Coordinated administration associated with recruitment, on-boarding, orientation, rostering, employee hours, payroll and budget needs
- Accounted for Jigsaw's National disability insurance scheme (NDIS) services and the associated administration
- Managed and solved issues associated with NDIS
- Coordinated NDIS review communications with families
- Managed calendar for multiple staff members.
- Provided strategic administrative and development support.
- Known as the "go-to person" for all departments including Quality Control, Accounting, and Management.

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