

## Contact

sl.hales@outlook.com

[www.linkedin.com/in/stephleeahales](http://www.linkedin.com/in/stephleeahales)  
(LinkedIn)

## Top Skills

Digital Media

Web Development

Information Technology

# Stephanie Hales

Student Software Developer at Coder Academy | Office Manager at  
Autostrada Group  
Chermside Centre, Queensland, Australia

## Summary

Aspiring software developer with extensive skills and experience in client experience, accounting, compliance, and project management within the financial, automotive, and electrical/electronic manufacturing industries. Outside of this, I'm developing my technique and skill in strength sports, and competing in GPC federated powerlifting competitions.

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## Experience

Autostrada Accessories Pty Ltd  
Office Manager | Accounts Sales Website  
March 2015 - Present  
Brisbane, Australia

Autostrada Accessories operates as part of the Autostrada Group with sister companies, Circuit Solutions (Aust), Statcom Solutions, and Telemax Telematics providing products and services within aftermarket automotive manufacturing, electrical/electronic manufacturing, research and development, power electronics, and fleet management solutions. As the Office Manager for the group, I work across all companies and within multiple departments, while reporting directly to the CEO. In particular, I work closely with the Financial Controller, General Managers, Sales and Production Teams, and the Engineering and IT Department.

Office and Accounts Management

Human Resources

Build database for e-commerce website

Lead administrative and compliant operations

Support IT Manager

Manage client experience from initial contact

Sales and customer support

Business support, including front office

Key contact for staff and contractors

Installation of Autostrada E-Cruise Control System for educational purposes.

Provide voice commands for an Autostrada automotive switching system.  
Proficient in MYOB Technologies Software and Xero Accounting Software.

### Managed Corporate Outcomes (RTO 39082)

#### Compliance Coordinator

January 2015 - March 2015 (3 months)

Brisbane, Australia

For the month of August 2014, and January to March 2015, I was relied on by management and other departments to fill in as Compliance Coordinator while the full-time team member was on annual leave. This position was very process orientated and held great responsibility in the smooth running of training courses and funding allocation

#### Responsibilities/Key tasks:

Enrolling new students into the online training portal

Communicating with students and trainers

Reporting to Construction Skills Queensland and the Department of Education, Training and Employment

Keeping accurate records of Government funded students through AVETMISS data on Axcelerate

Liasing with Marketing and Finance Manager

Auditing student files

Ordering textbooks

Organise training programs with contract trainers

While taking on this role, I maintained my current role as Office Administrator

Following the resignation of the Compliance Coordinator in December 2014, I was responsible for providing additional training to the newly appointed Compliance Coordinator (temp role) in January 2015 and then taking on the role as part of my regular duties as Office Administrator.

### Managed Corporate Outcomes (RTO 39082)

#### Office Administrator / Student Services

October 2013 - March 2015 (1 year 6 months)

Brisbane, Australia

Provide continuous high-level support to Compliance Coordinator, Finance Manager, Program Coordinator, Business Development Managers, and Marketing team while maintaining high communication with Trainers and Training Manager.

Writing Employer and Student Agreements, Student Training Plans - specific to each student and in compliance with Government funding regulations (CSQ, Certificate III Guarantee, NSW Smart and Skills, Trade Start Civil, WA PIT, Vet Fee Help).

Meet and greet clients, prepare training and board rooms for courses and meetings. General Administrative duties, generating sales through general enquiries, processing student enrolments and qualifications. Processing sales and payments using Xero Accounting Software and keeping an up-to-date record of client payment schedules as per the policies and procedures of Managed Corporate Outcomes. Maintaining accurate records, organising catering, travel, and accommodation for Trainers and Management, meeting minutes, general office and reception duties. Constantly expanding role by taking on Senior Administrative/Compliance Coordinator roles. Following relocation to Fortitude Valley office, my role continued as the Office Administrator as well as performing the key tasks and responsibilities of the Compliance Coordinator.

Assisting Training Manager and Managing Director with ASQA Audit (December 2013).

Temporary Compliance Coordinator (August 2014 and January - March 2015)

Temporary Program Coordinator (January 2015)

Training Senior Administrative Officer (temp position)

### Managed Corporate Outcomes (RTO 39082)

Program Coordinator

January 2015 - January 2015 (1 month)

Brisbane

For the month of January, I was relied on by the General Manager to fill in as the Program Coordinator while the full-time team member was on annual leave.

#### Responsibilities/Key Tasks:

Process all enrollments for upcoming Cert II & III Programs for Job Search candidates

Communicate with Job Search Agencies regarding student enrollments

Arrange classes/trainers

Review enrollments and check identification requirements

Maintain a high level of confidentiality and discretion

High communication with Finance Manager, Training Manager, and General Manager

While maintaining current position as Office Administrator and training temp Senior Administrative Officer in compliance processes.

Preparation for relocation from Brendale office to Fortitude Valley.

## Bookkeeping and Administration Solutions Pty Ltd

Finance Administrative Officer

October 2006 - October 2013 (7 years 1 month)

Brisbane, Australia

Financial Administration

Assistant to Managing Director

Business Support and reception duties

Software Program: MYOB AccountRight Premier

## AEG Ogden

Event Staff

February 2011 - October 2011 (9 months)

Brisbane, Australia

Suncorp Stadium - 2011 Football Season

Directing patrons through Suncorp Stadium

Operate comms

Crowd control

Operating turnstiles

Identification checks

Lift attendant

Access control

Assisting security personnel and police with security matters

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## Education

Academy of Information Technology

Diploma of Information Technology, Software Engineering · (2019 - 2020)

QUT (Queensland University of Technology)