

WENDY U. DOAN

PROJECT CO-ORDINATOR

PROFILE

I'm a try-anything-twice kind of gal, with a passion for business, particularly social enterprise. My varied experience across SME and large commercial firms has yielded invaluable insights into the essential operations of a successful business. When I'm not indulging my inner bookworm, you might find me sharing my enterprising skills within the community as a volunteer.

ACHIEVEMENTS

- Lunchtime Legend Touch Footy Champions 2017 (Mixed)
- Northern Suburbs Ultimate Frisbee Champions 2017 (Mixed)
- Completed Fighter I Grading at KMDI 2018

FIND ME AT:

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CAREER EXPERIENCE

Project Co-ordinator

Data Centre Consultancy Services | Nov 2018 - present

Schneider Electric | Oct 2017 - June 2018

- Order management, Purchase order management and invoicing (Schneider Electric only)
- Building and maintaining internal stakeholder relationships
- Database management & documentation
- Varied ad-hoc: research based tasks, book-keeping, drafting documents, proofing

Client Services Consultant

Perpetual Investments | May 2016 - Oct 2017

- High level customer service within strict regulatory environment (high volume)
- Building and nurturing client relationships and internal stakeholders
- Varied ad-hoc work: implementation and integration of CRM (Salesforce), internal communications (basic design), peer-training

Administration & Operations Assistant

Colours & Interiors | Feb 2016 - Mar 2017

Fastway Couriers | Oct 2015 - Apr 2016

Australian Business Skills | Jul 2013 - Feb 2015

- Extensive documentation and administration
- Collateral Stock Management
- Database & Asset Management
- Varied ad-hoc work: documents drafting & proofing, book-keeping, office management

EDUCATION

Macquarie University

Bachelor of Business Administration & Bachelor of Laws

- Global Leadership Program
- The Brief - Law School Journal
- GoSocial Program

Australian Business Skills

Certificate III in Business Administration

PERSONAL PROJECTS

Digital Communications Volunteer

Indigenous Literacy Foundation | Oct 2018 - Present

ANTaR | Oct 2018 - Present

Community & Legal

Civita | Jan 2019 - Present