

WENDY U. DOAN

PROJECT MANAGER

PROFILE

I am project manager with a varied background in professional services. I have aspirations to have a more focused role involving more communication and relationship development.

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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LinkedIn: [/wendyuworks](#)

CAREER EXPERIENCE

Project Manager

Danny King Legal | May 2019 - Present

- Implementation of digital projects including Actionstep
- Contractor management
- Reporting and business analytics

Project Co-ordinator

Data Centre Consultancy Services | Nov 2018 - May 2019

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

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 Relations

Civita | Jan 2019 - Present