



<http://stafftube.com/profile.asp?sid=eubi-tawf-wpke-snpf-fqmd&isid=nwue-gsdccpc-tymn-mkxa-bjlu>

Location:

Australia, Queensland, Brinsmead

## **About Me**

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Image: user photo

I am a highly motivated, creative, individual with a wide range of skills encompassing: budgeting, administration duties, excellent keyboard/computer skills, communications, interpersonal, customer relations, Stock management and reporting, and office management. I have developed a talent for dealing with people at all levels. I am a lateral thinker and an extremely loyal and reliable person who works well unsupervised and believe strongly in Team work and customer focus. I take great pride in my organizational and time management skills and believe strongly in accepting responsibility and accountability for the tasks I undertake. I like nothing more than to see a task or project from its inception to its logical and successful completion. My immediate career aim is to develop my Personal Assistant skills and longer term goal is to find the right job that utilises and enhances my existing skills while giving me the opportunity to continue to develop new and varied abilities.