Penelope Smart

### Personal information:

Address: 100 Flower Street, Armadale, Vic 3143

Phone: 9499 100

Mobile: 0413 444 789

Personal Email: [penelope.smart@hotmail.com](mailto:penelope.smart@hotmail.com)

Linked In Profile: www.linkedin.com/in/penelope-smart

**Objective:** Proactive and organized individual seeking a Team Administrative Assistant position with a dynamic and professional company. Offering 3+ years’ hands-on experience in providing high quality reception and administration support and in-house coordination.

### Personal and Work Place Skills:

* Advanced MS office and MYOB skills
* Strong communication skills, both written and oral
* Sharp focus in high pressure situations
* Ability to adapt and work well in different environments

### Employment Details:

### Invest Private Bank – Reception and Administrative Assistant (January 2014 to Present) Responsibilities:

* + Reception – telephone enquiries
  + Meeting and greeting clients
  + Managing and overseeing the meeting room bookings
  + Administration for accounts payable and receivables
  + Filing & archiving - electronic and hardcopy
  + Lodging claim forms
  + Booking travel and accommodation
  + Maintaining client details in CRM database

**Zipper Fashion Boutique - Retail and Assistant manager (January 2012 to December 2013)  
Responsibilities:**

* Customer service
* Stock replenishment
* Upselling
* Opening store/Closing store
* Working POS, Cash ins (counting)
* Quarterly stocktakes
* Training and mentoring new staff members
* Assisting with social media posts and research

**Education:**

Business Administration Course – Randwick Tafe – Graduated 2012

Bondi Beach High School – Graduated 2011 (VCE Year 12)

### References:

John Fish

CFO

Invest Private Bank

Work: 9657 0909

Mobile 0402 340 900

Susie Wong

Owner and Manager

Ziper Fashion Boutique

Work: 9878 5990

Mobile: 0402 888 555