



I bring to the table over twenty-five years of experience in various industries in business management, administrative and creative roles. I particularly love working in an environment where I can add to my wealth of experience and best utilise my skill set, sense of humour and problem-solving ability. I LOVE to learn!

WORK HISTORY

Designer/Copywriter/Contractor WarmFuzzyMedia | 2002 to current
WFM is my creative 'side hustle' outside of my other employment.

Operations & Admin Coordinator | Bio-az | Nov 23 - June 24
Provide executive support to management team. Managed accounts receivable and supported Chief Marketing Officer with content generation for company socials.

Temp | Randstad | May 2022 - Nov 2023. Roles below:

Program Administrator | GCISolutions (JV - Downer/Ventia) (QLD) | May - current
Support the Program Director with organisational functions including attending meetings with City of Gold Coast and parent company joint strategy meetings to manage minutes and maintain action registers.

Customer Service Specialist | Probe Group (QLD) | Feb - Mar 23
Initially hired to work with the Head of People on an internal project I am now working in the call centre for the NSW State Elections.

Recruitment Coordinator | Retail Food Group (QLD) | Oct 22 - Jan 23
Working with Business, Territory and Store Managers nationally to recruit Team Members/Baristas for brands - Donut King, Gloria Jeans Coffee, Michel's Patisserie - in the Group. Conducted phone screenings and interviews. Liaised with People & Culture team to follow through on any onboarding needs. Streamlined the high-volume recruitment process for new stores particularly to aid in efficiencies and quick turnaround on staffing needs.

Functions Manager | Warringah Bowls Club (NSW) | Dec 22
Managed bookings and function day requirements for the Club's Christmas function season. Liaised with the bar staff, catering team and third-party contractors.

Medical Receptionist | Monash IVF (QLD) | Aug - Sept 22
Provided administrative support to the the nurses and reception team for Dr Kee Ong, I took care of filing patient charts, processing incoming correspondence and medical releases to external doctors. Assisted the Team Leader with record prepping for Medicare audit and general admin duties.

Recruitment Consultant | Sykes/Sitel Group (QLD) | June - July 22
Sourcing candidates for call centres in NSW/Gold Coast Teams. Conducting phone screens/interviews/preparing contracts/managing compliance needs. Researching employment pipelines and providing feedback on workflow efficiencies.

Resourcing | Querec Trades & Labour (QLD) | April - May 22
Sourcing skilled workers via Seek/Indeed for short-term labour-hire positions in construction/civil roles across QLD. Tasks included: interviewing and shortlisting applicants for labour force allocations/the organisation of training to upskill workers/arranging job fit medicals/administrative onboarding.

Accounts/Maintenance Admin Team | Belouis Maintenance | Sept 21 - Mar 22
Manage debtors/creditors, procurement/supplier relationships and queries. Weekly financial reporting to the Company Director. Assist the Admin and Trades Team with purchasing, backup scheduling and client/stakeholder/supplier relations. Achievements: Working with the Head of IT/Management Team on designing templates, assessing workflows and forecasting data needs in the transition of the company's construction/scheduling workflow software (Fergus to SimPro). Setting up the administrative resources/reporting for the company's Work, Health & Safety Committee.

Resourcing | Trayne Consulting | NBN Unify Project | July 21
Contact project applicants to review skills/availability/suitability for project sites.

Research Assistant | University of Queensland | Aug 21
Conduct public surveys and collate data for a PhD candidate (Tessa Derkley) for her paper on "Wild Animal Welfare and Conservation Issues"

Association Secretary | Interior Design Association | Feb - Oct 20
Managed membership enquiries/customer service (designers, trades and suppliers). Responsible for accounts management/payroll/bookkeeping (MYOB/Xero). Maintained database, website additions and updates and assisted with social media content/monthly newsletter production. Achievements: Transitioned organisation to Xero Accounting and Hubspot CRM.

KYLIE CONNELL

CONTACT

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PROFESSIONAL SKILLS

COMPLIANCE

ASIC (Company Secretarial & Associations)/Workplace Health & Safety

CUSTOMER SERVICE

Customer Resolutions (B2B/B2C)

Client/Account Management

FINANCE

Xero Certified Advisor

Taxation/Bookkeeping/Payroll/

Trust Accounting/Royalties

Investment Advisory/Inventory

IT/SOFTWARE

Network/Cloud Management/

Website Maintenance

Systems Analysis

Highly skilled in over 100+

proprietary programs

PC/Mac literate/70 WPM

LEGAL

Contract Preparation and

Management/Intellectual Property

& Media Advisory

MARKETING/DESIGN

Creative Direction/Public

Relations/Copywriting/Social

Media/Graphic and website

design/Media Producer

LICENSES/TRAINING CERTIFICATIONS

Fit 2 Work Police Check

White Card/Working at Heights/

Asbestos Removal - Construction

Casino Special Employee License

Return to Work Planning

(Worksafe)

Workplace First Aid

Pet First Aid

NDIS Code of Conduct

Indigenous Cultural Awareness

Foundations

Full Drivers License

WORK HISTORY (CONT)

Design Assistant | Earthborne By Design | Jul 19 - Feb 20

Assisted Head Interior Designer with general administrative, inventory and record keeping as well as client meetings and on-site tasks during renovation projects.

Business Administrator Unitec Institute of Technology Environmental & Animal Sciences (NZ) | Dec 18 - May 19

Delivered a variety of administrative support functions (as listed in previous role) however, in this role I worked closely with the Head of School in managing employee HR reporting/contracting, stakeholder relations, running/minuting research and internal committees and general operations management for lecturing staff and students. I also organised events (Open Day), research symposiums and marketing opportunities. Achievements: Devised Admissions Marketing Campaign for Auckland & Regional Schools.

Business Administrator/Network Projects Coordinator | Unitec Institute of Technology Health & Community/Environmental & Animal Sciences | Oct 17 - Dec 18

Working within the Network, I delivered a variety of administrative support functions for the lecturers and technicians. My duties included budget management, purchasing, staff induction, IT support and operation as the department point of contact for day-to-day enquiries for students and internal/external stakeholders. I also supported the Network Director with administration duties, research and coordination of network-specific projects.

Human Resources Administrator | Unitec Institute of Technology HR Resources Department | Jul 17 - Sept 17

Worked with the Human Resources Project Manager and Research Office to review and update the integrity of research employee data for the tri-annual NZ Government Performance-Based Research Fund (PBRF) audit. I also worked with the Projects Manager on the development on an internal HR project and supported both the audit and project with data entry, management of internal and external stakeholder meetings and managing document flows. Achievements: Instigated an internal review of employee data handling

Temp | Hudson Recruitment/Salt Recruitment/Metro Recruitment, Auckland NZ | 2015 - 2017

Clients included:- Pattersons Architects (Studio Administrator)/Method (Studio Manager)/Bauer Media (Marketing Assistant) Westpac Bank/ASB Bank - Head Offices (Concierge)/Green Cross Health/Customer Radar/Fisher Funds (Customer Service)/Craigs Investment Partners (Investment Advisor Assistant/Anthem PR/Mediaworks/Fleetcor (Administration/Data Entry)/Manaia Health/Pernod Ricard/Niwa/Konica Minolta/Electrolux/Crombie Lockwood (Reception)

VOLUNTEERING (2020 to current)

Humpbacks & High Rises | **July 21 onwards** | Research Assistant/Event Assistant (Whale Day, Aug 21)

Bravehearts Foundation | **May 21 onwards** | Event Assistant/Fundraiser (Annual Galas (Gold Coast/Brisbane), Golf Charity Days, Christmas Present Wrapping)

Animal Welfare League | **Feb 21 onwards** | Cat Adoptions Team/Event Assistant (Paws in the Park, Adoption Weekends, Ad hoc fundraising activities)

Mudgeeraba Agricultural Show | **Sept 21** | Event Assistant (Equine Competitions)

Currumbin Wildlife Sanctuary, Wildlife Hospital | **Feb - Oct 20** | Reception/Facilities/Guest Liaison

REFERENCES

SHAUN CUPPLES (former) Gold Coast City Council (Civil Renewals and Maintenance Lead - Joint Operational Committee Member with GCI Solutions) SCUPPLES@goldcoast.qld.gov.au Tel. 0418 881 512

JOHANNE EDMONDS Probe Group (Head of People) Johanne.Edmonds@probegroup.com.au Tel. 0437 394 130

ALEISHA BALLE (former) Retail Food Group (Talent Acquisition Manager) aleisha.balle@rfg.com.au Tel. 0438 692 792

MICHELLE SNEDDON (former) Monash IVF/Dr Kee Ong (Team Leader) Tel. 0424 011 147

ISOBEL MUTU Belouis Property Group (Operations Manager) isobel@belouis.com.au Tel. 0439 640 166

PAUL COULSON Interior Design Association (President)/Earthborne by Design (Business Owner) paul@earthbornebydesign.com Tel. 0411 619 369

SEAN CONNELLY University of Auckland - Libraries & Learning Services (Records Manager and University Archivist) sean.connelly@auckland.ac.nz Tel. +64 220 291 100

Dr. KRIS DESCOVICH University of Queensland – Faculty of Science (Postdoctoral Researcher) k.descovich1@uq.edu.au Tel. 0490 370 334

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JESSICA SAGE formerly of Hudson Recruitment (Senior Consultant, Business Support) jess@cultivate.co.nz Tel. +64 27 704 6821

COLIN TRENWITH Westpac Banking Corporation (National Facilities & Operations Manager) colin_trenwith@westpac.co.nz Tel. +64 9216 9015 Tel. +64 27 6877045