

# CAPABILITY STATEMENT

## Suzanne Lanza



### Business Support

### CONTACT DETAILS

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84 Lemon Avenue  
Mildura VIC 3500

### QUALIFICATIONS

- Certificate IV in Accounting & Bookkeeping (in progress)
- Certificate III in Business Administration
- Certificate II in Business

Suzanne is a born and bred Mildura local. She has seen the town go through huge growth and many changes, seeing Mildura prosper despite challenges such as floods, droughts, along with mice and grasshopper plagues.

Suzanne has over 20 years' experience in all areas of business support.

Suzanne is driven by the desire to make changes and the belief that, with the right team all things are possible, we can all have a positive impact on the betterment of our planet without inhibiting growth and forward movement.

### Areas of expertise

- Data entry
- Accounts payable and receivable
- Report editing and formatting
- Accounts
- General admin
- Project support

### Professional experience

- Pinion Advisory (Sunraysia Environmental) - Business Support, 2018-present
- Christie Centre (Adra Sunraysia) - Sales Administration and Team Coordinator, 2006-2018
- Henderson College - Reception, 2005-2008

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## Relevant projects

PROJECT	ROLE	CLIENT	YEAR/S DELIVERED