

CAPABILITY STATEMENT

Melissa Shaw



Business Support

CONTACT DETAILS

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13 Hanson Street
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QUALIFICATIONS

- Cert III in Business Administration

Melissa is a part of the business support team with her main focus being in grain marketing.

Melissa is a capable and experienced administrator who has an extensive knowledge of grain marketing administration including, but not limited to, harvest arbitrage, contract administration, pricing systems and client data management. She also has administrative experience in other service areas such as human resource management, agronomy and advisory boards.

Melissa is the main contact for the Freeling office and is passionate about delivering a high-quality service to all clients and visitors.

Areas of expertise

- Client data management
- Workshop coordination
- Compliance
- Harvest arbitrage
- Grain pricing systems
- Contract administration
- PPSR

Professional experience

- Pinion Advisory (Rural Directions) - Business Support, 2012-present
- Wallmans Lawyers - Legal Secretary (Medical Negligence), 2001-2003
- Wallmans Lawyers - Rounds Clerk, 1998-2001