

# 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 on Commodity Risk Management.

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
- Harvest arbitrage
- Workshop coordination
- Grain pricing systems
- Compliance
- 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

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## Relevant projects

PROJECT	ROLE	CLIENT	YEAR/S DELIVERED
List recent examples – no need to fill the page			