

# CAPABILITY STATEMENT

## Mel Stafford



### Business Support

#### CONTACT DETAILS

1300 746 466  
0438 339 399  
[mstafford@pinionadvisory.com](mailto:mstafford@pinionadvisory.com)

112 Wright Street  
East Devonport TAS 7310

#### QUALIFICATIONS

- Certificate IV in Accounting and Bookkeeping (present – due for completion June 2021)
- Health and Safety Representative (HSR)
- MS Project

Mel is part of the business support team assisting with the efficient and smooth running of the Tasmanian Pinion Advisory offices, through a range of bookkeeping and administrative tasks.

Working predominately with the accounts team leader, Mel is capable and experienced in all aspects of office administration and possesses excellent communication, organisational and time management skills.

She is also part of the Pasture Principles team, assisting with conference bookings and accommodation and travel requirements.

### Areas of expertise

- Finance, accounting, and office admin
- MYOB and Xero accounting Packages
- WHS

### Professional experience

- Pinion Advisory (Macquarie Franklin) – Business Support, 2019-present
- TasSpan Civil Contracting, 2016-2019
- Chas Kelly Transport, 2013-2016
- Fairbrother, 1989-2009