

Kathy Woodrow



Business Support

CONTACT DETAILS

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9 Strickland Street
Clare SA 5453

QUALIFICATIONS

- Cert IV in Small Business Management

COMMITTEES OR BOARDS

- South Clare Sports Club Life Member & Netball Secretary
- Clare & District Basketball Association Life Member & Secretary

Kathy is a key team member who works in the Clare office and provides business support to a number of consultants across numerous projects and service areas.

Her key roles are to coordinate and provide harvest support to grain marketing consultants and to provide administration support to the General Manager Human Resources. Other day to day responsibilities include HR Services administration and event coordination and support. Kathy has provided extensive administration support to industry projects with MLA, AWI and the GRDC.

Kathy also proof-reads and edits written materials to ensure a consistent and professional image for Pinion Advisory.

Areas of expertise

- Harvest arbitrage
- HR administration
- HR Services administration support
- Event coordination
- Accommodation and travel bookings
- Proof-reading and editing
- Adobe InDesign

Professional experience

- Pinion Advisory (Rural Directions) - Business Support, 2010-present
- Leasingham Wines – Administration Manager/PA, 2007-2010

CAPABILITY STATEMENT

Relevant projects

PROJECT	ROLE	CLIENT	YEAR/S DELIVERED
Farm business advisor services for individual clients	Collate and analyse business data, prepare benchmarking report, support clients' to identify and develop actions to improve business performance	Various farm business clients	2017, ongoing
Example: Livestock advisor updates	Coordinator of national workshop series targeting red meat industry advisors and consultants	Meat and Livestock Australia	2018, ongoing
Example: Grain marketing service	Provide one on one client advice to ensure robust grain marketing strategy	Various farm business clients	2017, ongoing
List recent examples – no need to fill the page			