

CAPABILITY STATEMENT

Kathy Woodrow



Business Support

CONTACT DETAILS

1300 746 466

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
- Clare Sports Facility Management Committee 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 role is 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

- HR administration
- HR Services administration support
- Event coordination
- Proof-reading and editing
- Adobe InDesign

Professional experience

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