

CAPABILITY STATEMENT

Chloe Charalambides



Business Support Business Operations

CONTACT DETAILS

1300 746 466

Unit 7/8 Greenhill Rd,
Wayville SA 5034

QUALIFICATIONS

- Certificate III in Individual Support
- Certificate III in Early Childhood & Care

Chloe brings experience across business administration, customer service, and support roles to the Pinion Advisory team.

Having previously worked as an intern CAD drafter with Pinion Advisory and worked in a range of administrative and client-focused positions, she provides reliable support to colleagues and clients alike.

Chloe is known for her strong organisational skills, attention to detail, and positive approach to teamwork. As a member of the Business Support team, she contributes to the smooth day-to-day operation of the office and helps ensure the efficient delivery of services to clients.

Areas of expertise

- Administration support
- Business support services
- Data entry & record management
- Document preparation & management
- Organisational & administrative excellence

Professional experience

- Pinion Advisory – Business Support, August 2026-current
- My Plan Manager – Business Admin Support, February 2026–May 2026
- Alwyndor – Support Worker, October 2024–June 2024
- Access4u – Disability Support Worker, October 2023–August 2025
- Lockleys Childcare – Childcare Educator, October 2023–December 2024
- Pinion Advisory – Intern CAD Drafter, March 2023–September 2023
- ARUP – Apprentice Digital Engineer, September 2021–September 2022

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Relevant projects

PROJECT	ROLE	CLIENT	YEAR/S DELIVERED