

CAPABILITY STATEMENT

Natasha MacMillan



Business Support

CONTACT DETAILS

03 6427 5344

43 Formby Road
Devonport TAS 7310

QUALIFICATIONS

- Certificate III – Accounts Administration
- Certificate II – Small Business
- Sea Safety Course – Australian Maritime College

COMMITTEES

- North West Tasmania Kart Club
- Latrobe Swimming Club

Natasha is part of the Business Support Team and works in the Devonport office. Her key role is to support the Accounts Team.

Natasha has developed strong communication skills with a diverse range of people and settings, gained from working in varied roles in the tourism industry.

Natasha is looking forward to the exciting road ahead with Pinion Advisory.

Areas of expertise

- Administration duties
- Exceptional customer service
- Accommodation and travel bookings

Professional experience

- Pinion Advisory – Business Support, 2020 - present
- Botanical Resources Australia – HR Assistant temp position - 2020
- Discovery Holiday Parks – Front Office Receptionist, 2015 - 2020