

CAPABILITY STATEMENT

Michelle Rathbone



Business Support Business Operations

CONTACT DETAILS

Tech 4, Unit 2
30-38 Innovation Dr
Dowsing Point
TAS 7010

QUALIFICATIONS

- Graduate Certificate in Business

Michelle brings over 30 years of financial experience, including 15 years in agriculture, to the Pinion Advisory team.

A certified business administrator, she excels in delivering high-quality support across teams, with strong skills in Microsoft Word and Excel.

Known for her attention to detail and collaborative approach, Michelle communicates effectively with diverse stakeholders and consistently maintains a customer-focused mindset.

Her organisational strengths contribute to the smooth operation of our Hobart office and the successful delivery of services.

Areas of expertise

- Consultant support
- Travel and accommodation arrangements
- Preparation of tender documents
- Typing, proofreading, editing and formatting documents
- Office management
- Event co-ordination

Professional experience

- Pinion Advisory – Business Support, April 2024-present
- Drug Education Network – Finance & Payroll Administrator, 2023-2024
- South East Tasmanian Aboriginal Corporation – Finance Officer, 2020-2023
- Birch's Bay Cherries, Assistant Manager/Accountant, 2017 – 2019
- Self Employed – Contract Accounting and Business Services, 2008- 2024
- Living Colours flower farm – Owner/Manager, 2003-2008