

# CAPABILITY STATEMENT

## Kathy Woodrow



### Human Resources Coordinator

#### CONTACT DETAILS

0439 541 858

9 Strickland Street  
Clare SA 5453

#### QUALIFICATIONS

- Cert IV in Small Business Management

#### COMMITTEES OR BOARDS

- South Clare Sports Club Life Member
- Clare & District Basketball Association Life Member & Secretary
- Clare Sports Facility Management Committee Secretary

With over 15 years at Pinion Advisory, Kathy is a valued and trusted member of the team. Her deep knowledge of the company and its operations makes her an essential point of contact for colleagues across all departments.

Based in the Clare office, Kathy supports both managers and employees in her role as Human Resources Coordinator. She's known for her clear communication, adaptability and ability to handle challenges with professionalism and care.

Throughout her career at Pinion Advisory, Kathy has contributed to a wide range of projects. She has provided vital administrative support to industry initiatives with Meat & Livestock Australia (MLA), Australian Wool Innovation (AWI), and the Grains Research and Development Corporation (GRDC). She has also worked closely with the Commodity Risk Management Team, helping deliver efficient and reliable services to clients.

In addition to her HR responsibilities, Kathy ensures the company's written materials maintain a consistent and professional standard through her proofreading and editing expertise. Her attention to detail helps uphold the quality and clarity of Pinion Advisory's communications.

#### Areas of expertise

- Human resources coordination
- People & succession administration support
- Proof-reading and editing
- Adobe InDesign

#### Professional experience

- Pinion Advisory – Human Resources Coordinator 2023-present
- Pinion Advisory (Rural Directions) - Business Support, 2010-2023
- Leasingham Wines – Administration Manager/PA, 2007-2010