

# CAPABILITY STATEMENT

## Helen Talbot



**Business Support  
Business Operations**

**CONTACT DETAILS**

The Palms, Unit 4  
62 Glen Osmond Road  
Parkside SA 5063

**QUALIFICATIONS**

- Secretarial Diploma

With a strong background in business administration and numerous years of experience in similar roles, Helen brings a wealth of knowledge and a proactive approach to supporting the smooth operation of our Adelaide office.

Known for her exceptional attention to detail and strong organisational skills, Helen is a team player who thrives in collaborative environments. Her proficiency in Microsoft Office and other business tools ensures efficient handling of a wide range of administrative tasks.

Helen is passionate about delivering excellent customer service and is skilled in communicating effectively with people from diverse backgrounds. Her commitment to fostering a supportive workplace culture aligns perfectly with our values at Pinion Advisory.

**Areas of expertise**

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

**Professional experience**

- Pinion Advisory – Business Support, May 2024-present
- Court Administration Authority – Digital Audio Court Reporter, 2003-2024