

CAPABILITY STATEMENT

Vanessa Zappia



Business Support Planning & Environment

CONTACT DETAILS

03 5022 8411

140 Pine Avenue
Mildura VIC 3500

QUALIFICATIONS

- Tier 1 Insurance Broking
- Diploma in Human Resources
- Certificate IV in Business

Vanessa is a dedicated Executive Assistant with experience providing high-level business support across a range of administrative roles.

She excels in coordinating communications, liaising with clients and authorities, and managing day-to-day operations with professionalism and efficiency.

Vanessa is known for her proactive approach, attention to detail, and ability to streamline processes to support team productivity. Her strong organisational skills and calm, solutions-focused mindset make her a reliable point of contact within the Mildura office.

Whether managing schedules, facilitating meetings, or supporting strategic initiatives, Vanessa brings a thoughtful and responsive presence to every task.

Areas of expertise

- Customer service skills
- Time management
- Teamwork
- Organisational skills
- Self-motivated
- Problem solving skills

Professional experience

- Pinion Advisory – Business Support, Planning and Environment, 2025-current
- James Golsworthy Consulting – Executive Assistant, 2024-2025
- Garraway Group Mildura – Site Administration Officer, 2023-2024
- FINDEX Mildura – Account Executive, 2017-2022
- MADEC Australia – Administration Assistant, 2016-2017
- AXIS Employment Mildura, Administration Officer, 2015-2016