

NATASHA SINGLETON

Educational Background

Curtin University of Technology WA – Bachelor of Commerce (Sports Administration and Accounting Double Major) (Incomplete)
Central TAFE WA – Diploma of Business Administration
St John's Ambulance – Senior First Aid

Work Experience

**Personal Assistant/Office Manager – The Sax Institute – Sydney, NSW
(Nov 2010 - Present)**

Duties include:

- 1) Personal Assistant to Chief Operating Officer
- 2) Diary Management
- 3) Assistance in meetings – organisation, agendas, minutes etc
- 4) Travel and Accommodation Bookings
- 5) Document preparation – letters, reports, Board/Committee papers
- 6) Reconciliation of Corporate credit card and petty cash
- 7) Maintenance of office supplies, telephones, IT systems
- 8) Processing of office invoices and purchase orders
- 9) Assistance to Human Resources Co-ordinator when required
- 10) Relief reception duties
- 11) Other ad-hoc duties as required

**Team Administration Assistant – NSW State Property Authority – Sydney, NSW
(June 2010 – Nov 2010 Temp Contract)**

Duties included:

- 1) Data entry
- 2) Quality checks of data entered by other team members
- 3) Preparation of correspondence to various government agencies & property owners
- 4) Database and spreadsheet maintenance
- 5) Filing
- 6) Other duties as required

Reason for leaving – Obtained Permanent role

**Office Manager – Masterplan Consultants – Subiaco, WA
(Jan 2010 – May 2010)**

Duties included:

- 1) Personal Assistant to Company Director
 - a. Assistance in meetings – organisation, agendas, minutes etc
 - b. Document preparation – reports/proposals to clients, government agencies etc
 - c. Reconciliation of Corporate credit cards and petty cash
 - d. Maintenance of office supplies
- 2) Receipting invoice payments
- 3) Completion of monthly/quarterly accounts
 - a. Accounts Payable
 - b. Accounts Receivable
 - c. Bank Reconciliations
 - d. Business Activity Statements
- 4) Payroll & Superannuation for all employees
- 5) Filing
- 6) Daily Banking
- 7) Reception duties
- 8) Other duties as required

Reason for Leaving – Moved to Sydney

**Property Administration – Knight Frank Australia – Perth, WA
(July 2009 – Dec 2009 Temp contract)**

Duties included:

- 1) Completing new lease set-ups and rent reviews for tenants in 135 commercial, industrial and retail properties in Perth
- 2) Completion of monthly rent roll
- 3) Data entry
- 4) Raising ad-hoc invoices and credit notes
- 5) Correct coding of invoices
- 6) Liaising with Property Managers, suppliers and tenants

- 7) Other ad-hoc duties as required

Reason for Leaving – Temporary Contact ended

**Office Manager – JMG Marketing – Perth, WA
(Feb 2009 – May 2009)**

Duties included:

- 1) Reception duties
- 2) Receipting invoice payments
- 3) Data entry
- 4) Completion of monthly/quarterly accounts
 - a. Accounts Payable
 - b. Accounts Receivable
 - c. Bank Reconciliations
 - d. Trial Balance & Profit & Loss Statements
- 5) Payroll & Superannuation for 10 employees
- 6) Mail
- 7) Filing
- 8) Daily Banking
- 9) Other duties as required

Reason for Leaving – Redundancy

**Office Manager/Assist Property Mgr – Goodman Property Services – Perth, WA
(Oct 2007 – Oct 2008)**

Duties included:

- 1) Personal Assistant to General Manager – WA
 - a. Diary Management
 - b. Assistance in meetings – organisation, agendas, minutes etc
 - c. Travel and Accommodation Bookings
 - d. Document preparation – requests for tender, presentations to clients etc
 - e. Reconciliation of Corporate credit cards and petty cash
 - f. Maintenance of office supplies
 - g. Processing of office invoices
 - h. Relief reception duties
- 2) Completing new lease set-ups and rent reviews for tenants in 52 commercial industrial properties in Melbourne, Adelaide and Perth
- 3) Completion of monthly rent roll
- 4) Data entry
- 5) Raising ad-hoc invoices and credit notes
- 6) Correct coding of invoices
- 7) Liaising with tenants and Property Managers
- 8) Completion of monthly performance review reports
- 9) Organising and appointing contractors for repair/maintenance work for four commercial industrial properties in WA
- 10) Other ad-hoc duties as required

Reason for Leaving - Travel

**Lease Administration – Goodman Property Services – Sydney, NSW
(Oct 2006 – Oct 2007) (Previously Macquarie Goodman)**

Duties included:

- 1) Completing new lease set-ups and rent reviews for tenants in 46 commercial industrial properties in Sydney and Brisbane
- 2) Completion of monthly rent roll
- 3) Daily receipting and Bank Reconciliation for one bank account
- 4) Data entry
- 5) Raising ad-hoc invoices and credit notes
- 6) Correct coding of invoices
- 7) Liaising with Asset and Property Managers
- 8) Completion of monthly performance review reports
- 9) Other ad-hoc duties as required

Reason for Leaving – Internal transfer to Perth WA office

Other roles

Accounts Payable Clerk – The Pub-Boy Group – Paddington NSW (April 2006 – Oct 2006)

Accounts Assistant – Hawkins Christie Management Services – Perth WA (Nov 2003 – March 2006)

Computer software experience

Windows

Microsoft Office (including Outlook, Word, Excel, PowerPoint & Access)

Handisoft Taxation
MYOB (versions 10.5, 13, 13.5, 14, 15, 18.5 & Premier 9)
Quickbooks Premier
GeeDee Real Estate program
Progenesis Property Management System
Yardi Property Management System
MRI Real Estate Solutions System

Volunteer work

Hawaii Ironman World Championships – Registration
Forster Ironman NSW – General
Sydney 2000 Olympic Games – Spectator & Athlete Services
World Triathlon Championships Perth – General
Melbourne 2006 Commonwealth Games – Sports Specific Field of Play Marshal
Port Macquarie Australian Ironman 2007 - General

Referees

Available on request.