

Donna Phelps

37 Liston St
Nambucca Heads
NSW 2448
0415 152 789

Education

1989 - 1992

Cabramatta High School
School Certificate

English
Mathematics
History/Geography
Computer Studies
Human Movement

Qualifications

1994

Careers Business College
Certificates

Typing
Word Perfect
Display/Presentation

Relevant Experience

QuickBooks
Email
Word/Spreadsheets

Employment

Feb 2009 - April 2009

Department of Education & Training
Administration Assistant

Reception/Customer service
Staff, Student and General enquires
Payroll
First Aid
Banking/Cash handling
Mail in/Out
Maintain asset and resource register
General Office duties

Jul 2006 - Jul 2009

Demand A Handyman (Family Business)
Bookkeeping

Accounts Payable & Receivable
BAS
Bank Reconciliation

July 2003 - December 2006

National Air Parts
Personal Assistant

Accounts Payable & Receivable
Invoicing and debt collection
Administration Manager
Banking/Cash handling

Fleet Management
Booking Travel & Accommodation
Purchasing
Sales
Customer service
Data Entry
Reconciliation

1996 - 1998

Cabramatta Night Patrol
Receptionist

Typing and filing
Banking and Mailing
Making appointments

1995 - 1996

The Smith Family
Customer Service

Relief Reception
Customer Liaison
Phone Enquiries
Typing and Filing

June 1994 - September 1994

Concord Medical Centre
Medical Receptionist

Typing and Filing
Telephone and Customer Service
Cash handling and Cleaning

Other Information

I will be studying for my Certificate IV in Financial services (Accounting) this year part time via correspondence. I also have my First Aid Certificate and a criminal history clearance.

References

Lorraine Loftus - Business Manager Nhulunbuy High School
08 8987 0844

Andrew Evans - Director National Air Parts
0415 499 069