

CONFIDENTIAL RESUME

CATH ANTCLIFFE

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**INTERESTS** Reading, Current affairs, Health, Cooking, Walking, Swimming,  
Photography, spending time with family and  
friends

**EDUCATION** Stella Maris College – Manly

**FURTHER EDUCATION** Brookvale Tafe  
Secretarial Studies

Australian Institute of Management  
Communication Skills

Seaforth Tafe  
HSC

**COMPANY NAME** Bellingham Marine Australia Pty Ltd

**DATES OF EMPLOYMENT** 24<sup>th</sup> May, 2010 to Present

**POSITION HELD** Office Manager/PA

Provide support to the NSW State Manager and Project Manager.

Daily running of the office, including updating data bases, preparing quotations and Tender documents.

Liaising with Marina owners and Managers on a daily basis, invoicing and monitoring payments received, follow up on outstanding debtors.

Preparing weekly reports, placing small parts orders and generating invoices.

Attending meetings and taking minutes.

Organising functions ie Opening of new Marinas and the Sydney Boatshow.

Booking travel, vehicles and accommodation.

Preparing expense claims for both Managers.

Booking appointments with Marina owners and managing appointments in Outlook.

Ordering of all stationery requirements and other office purchases.

Monitoring Tenderlink.com and follow up on potential jobs.

Answering all phone calls and greeting clients.

Receiving and opening all mail.

**COMPANY NAME** Henkel Australia Pty Ltd (Schwarzkopf Professional)

**DATES OF EMPLOYMENT** 14<sup>th</sup> March, 2008 to April 2010

**POSITION HELD** Regional Co-Ordinator SA & WA and New South Wales

Provide support to State Managers, Business Development Managers, Account Executives and Technical Advisors in South Australia, Western Australia and New South Wales.

When Coordinator for Qld Vic/Tas is absent or on leave, coordinate Nationally

Generate reports on a daily/weekly/monthly basis providing accurate and up to date sales information.

Diary Management – Lotus Notes and Outlook

Communicate details of orders on hold to State Managers, BDM's and Account Executives daily

Opening new accounts (Veda check, trade reference check, discount structures).

Processing of Expense claims

Approval of Invoices

Events management

Book boardroom/meeting rooms/function centres

Organise Catering and other requirements for functions.

Organise and book travel and accommodation

Heavy volume of phone calls from Reps and Clients for various information

**COMPANY NAME**                      **Gordon and Gotch Australia Pty Ltd**

**DATES OF EMPLOYMENT**        **May 2005 – Feb 2008**

**POSITION HELD**                      **Receptionist/Administrator/PA**

**DUTIES**        Meeting and greeting clients and visitors in a polite, friendly and professional manner. Answering incoming and internal calls and directing to appropriate person/department. Organising local and interstate couriers with a cost effective outcome. Maintaining meeting room bookings. Providing EA support to the Managing Director and Deputy Managing Director when EA absent. Organising catering for Boardroom luncheons/staff BBQ's. Manage petty cash. Arrange travel and accommodation on-line for company Executives. Organise printing of all Stationery needs on a national basis. All other general administration duties associated with a front desk position.

**COMPANY NAME** Rainward Pty Limited

**DATES OF EMPLOYMENT** November 1999 – June 2004

**POSITION HELD** Personal Assistant

**DUTIES** Assisting Director with all office procedures (excluding bookkeeping) pertaining to running a Small Business (Building Industry). Also assisting in establishing a Charter Boat Operation. Organising Catering, Printing of all Stationery, Liaising with Waterways Authorities, Marina Personnel, Department of Health (Food Safety).

\*Between 1992 and 1999 I devoted my time to caring for my daughter who is now 19 years old. I worked evenings when she was very young stocking shelves at Coles, Manly Vale for approximately two years.

**COMPANY NAME** Radio Rentals Pty Limited

**DATES OF EMPLOYMENT** April 1990 – June 1992

**POSITION HELD** Showroom Supervisor

**DUTIES** Responsibility for opening and closing Showroom and overseeing two Showroom staff members. Compiling weekly Sales figures. Cashing up of all monies taken on a daily basis and banking monies. Showroom display of Whitegoods and Browngoods. Reaching weekly Sales targets through Rental Agreements sold. Generating phone leads to be passed to Sales Centre for Reps to action. Booking service calls for Technicians and following up with courtesy calls to ensure customer satisfaction.

**COMPANY NAME** Murdoch Magazines Pty Limited (Sydney)  
(Previously Advertiser Magazines Pty Limited)  
Publishers of Family Circle, Better Homes & Gardens, New Woman and  
Marie Claire magazines

**DATES OF EMPLOYMENT** March 1989 – April 1990

**POSITION HELD** Personal Assistant to National Circulation Manager

**DUTIES** Organising appointments for National Circulation Manager on a daily basis. Co-ordinating all conferences and sales meetings, agendas, venues, accommodation, travel etc. Overseeing Merchandising Co-ordinator and the supervision of Merchandiser's work. Typing of correspondence and proposals to major Supermarket chains and Newsagents. Compiling State magazine figures and book figures. General office administration duties.

**COMPANY NAME** Murdoch Magazines Pty Limited (Melbourne)

**DATES OF EMPLOYMENT** November 1987 – February 1989

**POSITION HELD** Merchandising Co-ordinator

**DUTIES** Delegating work to Merchandisers (team of 30 women) on a weekly basis. Answering any queries from Merchandisers. Answering any queries from Store Management ie. Newsagents or Supermarkets regarding Magazine supply and distribution. Compilation and typing of weekly newsletter/memo to Merchandisers. Reporting directly to Victorian State Manager – Circulation.

**COMPANY NAME** Murdoch Magazines Pty Limited

**DATES OF EMPLOYMENT** February 1986 – June 1987

**POSITION HELD** Secretary to National Circulation Manager

**DUTIES** Typing of correspondence. Filing. Handling incoming telephone enquiries from Magazine subscribers. Organising meetings and venues for State Sales Managers Conferences. Compiling weekly Sales figures from Interstate offices.

**COMPANY NAME** Radio Rentals Pty Limited

**DATES OF EMPLOYMENT** June 1985 – February 1986

**POSITION HELD** Sydney Sales Controller

**DUTIES** Responsible to Sales Manager. Manage 7 Reps and delegate all work. Preparation of all the figures compiled from 22 Showrooms throughout Sydney and the Sales Centre. Constant Customer liaison. Notify Senior Staff of Sales results through weekly memo.

**COMPANY NAME** Radio Rentals Pty Limited

**DATES OF EMPLOYMENT** September 1982 – June 1985

**POSITION HELD** Sales Receptionist

**DUTIES** Taking phone leads for Reps to follow through. Handling pricing enquiries. Taking cash payments and balancing at end of day. Sell Rental contracts, filing and banking.

**COMPANY NAME** Kolorkraft Photography

**DATES OF EMPLOYMENT** 1980 – 1982

**POSITION HELD** Receptionist

**DUTIES** PABX Switchboard. Advise customers of photographic requirements. Quality control, satisfactory to customer requirements. Typing and invoicing.

**COMPANY NAME** Robin Drew Printing Pty Limited

**DATES OF EMPLOYMENT** 1978 - 1980

**POSITION HELD** Receptionist/Girl Friday

**DUTIES** Typing, answering busy Switchboard and considerable amount of figure work.