

RESUME

of

LISA

LAMBERT



ELEEBANA NSW 2282

Mobile: 0448 371 732

Email: lisa@emailoffice.com.au

Skills Summary

Computers

I am proficient in a large number of computer programs including but not limited to:

- **MYOB**
- **Paint Shop Pro/Photo Shop**
- **Animation Shop**
- **Web Design**
- **HTML & PHP**
- **Incscape**
- **Microsoft Office**
 - Word
 - Excel
 - Power Point
 - Microsoft Publisher
 - Outlook

My extensive computer skills make it easy for me to quickly adapt to new programs as required.

I have also used a number of employment specific Databases such as Vetrak (Student and Traineeship Claims, Record and Reporting System) and DEWRSB IES (Australian Government Employment Services Database System)

Office Administration

- Excellent communication skills with the ability to liase with a broad spectrum of community sectors
- Exceptional Time Management, Organisational Skills and Customer Service
- Production of Marketing Materials with a high attention to detail
- Advanced word processing
- Database Management
- Management of Accounts Receivable/Payable, Invoicing
- Maintain a filing system
- Knowledge of Occupational Health and Safety practices
- All aspects of Office Reception with the ability to work unsupervised
- Proficient in all aspects of the Internet and Email Systems
- Website design and maintenance using Web design software
- Maintain Client Confidentiality
- Event Co-ordination
- Staff Training



Qualifications

| | | |
|------|--|--------------------------------------|
| 2006 | MYOB <ul style="list-style-type: none">• Process accounts payable and receivable• Maintain Financial Records• Maintain a General Ledger | WEA Hunter |
| 1999 | Workplace Trainer Category 1 | Westlakes Training |
| 1998 | Certificate III in Office Administration | Westlakes Training |
| 1997 | Certificate in Office Skills | TAFE |
| 1997 | MYOB | Westlakes Training |
| 1997 | The Internet | WEA Hunter |
| 1996 | Computers: A First Course | Westlakes Training |
| 1996 | Aussie Host | Newcastle Chamber of Commerce |
| 1996 | Reception Procedures | Westlakes Training |
| 1996 | Workplace Communications | Westlakes Training |
| 1996 | Team Building | Drake Training |
| 1996 | Sales Awareness and Telephone Skills | Drake Training |

Recognition of Achievement

1998 **Regional Finalist – Office Administration** NSW Training Awards



Interests

My main interests are my family, computers, the internet and fishing and I have successfully managed to combine all my interests by creating a local fishing website www.bigcatch.com.au which is a site that has a large community involvement. At present we have over 1200 members of which a number families are also members of our Big Catch Social Fishing Club that holds a monthly Meeting. Both have been well supported by local businesses.

Employment History

2000 - 2007 **Aurora Training and Professional Services** Dora Creek

Positions Held

Office/Accounts Co-ordinator
Personal Assistant to the Managing Director
Administration Officer

1996 – 2000 **Westlakes Training** Toronto/Cardiff

Positions Held

Traineeship Co-ordinator
Office Manager
Assistant to the CEO
Administration Trainee

Referees

Written/Contact **A Morris**

Aurora Training and Professional Services
Managing Director

