

Gill Wedding
inet administration

ABN 99 316 143 458

Mobile: 0408 110 595
Telephone: (08) 8536 3110
International: +618 8536 3110

Email: gwedding@inetadministration.com
www.inetadministration.com

Offering you the benefit of 24 years of secretarial, administrative and office management experience in finance, export, education, government, retail and hospitality industries.

I also have a background in freelance journalism and editing.

Typing speed: 98 wpm
Data entry speed: 17,000 ksph



Office Hours

Monday to Friday
9.00am to 6.00 pm

Saturday, Sunday, public
holidays and after hours
also available

Pick up and delivery

Available in the
Adelaide Hills

Other locations by
arrangement

SERVICES AVAILABLE:

- Word-processing: general correspondence, reports, manuscripts, essays, resumes, theses, manuals et al
- Direct mailing, mail merge letters, labels and emails
- Template development for business documents and forms
- Proof-reading, editing, copywriting and formatting
- Desktop publishing: newsletters, stationery, workshop manuals, books, flyers, brochures, certificates et al
- Printing (laser and inkjet), photocopying, scanning, laminating and binding
- Data entry
- Spreadsheet creation and management
- Internet research, emailed newsletters, announcements