

TANYA COWEN

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Since starting my career in Administration, I have had the opportunity to work in a variety of fields and on a variety of projects. Some of the highlights include:

- Administrative assistance for Aurora Energy's entry into the National Electricity Market
- Project Administration for the 10 year review of the Service and Installation Guide (Tasmania) (Now Service and Installation Rules)(Aurora Energy)
- Project Administration for the Network Division of the CC&B Project (Aurora Energy)
- Creator of business documentation (business plan, risk matrix etc) and procedural documentation for Wilson Home Carers
- Administrative assistance to Find My Fit Pty Ltd
- Office administrator for Van Diemens Elevators

EXPERIENCE

2014 – PRESENT

ADMINISTRATION SERVICES, FREELANCER (REMOTE)

Freelancing services via Upwork, also provided to Eventful Solutions, Wilson Home Carers, Van Diemens Elevators, Find My Fit

- Data Entry
- Meeting minutes
- Bookkeeping
- Procedural documentation
- Word Processing
- Data scraping
- Records Management
- Maintain Client Data
- Appointment setting
- Invoicing and Remittance – small business
- BAS and GST

2012

BUSINESS SUPPORT OFFICER, TAS GAS NETWORKS

- Front Reception – first point of contact
- Maintain business resources
- Meeting minutes and agendas
- Data entry
- Accounts
- Project documentation
- Records Management
- Maintain Customer Data
- Maintain Customer data and systems

2004 – 2011

BUSINESS SUPPORT OFFICER, AURORA ENERGY

- Completed Certificate IV in Business
- Data Entry
- Maintenance of metering documentation
- Meeting minutes and agendas
- Accounts Payable and Receivable
- Project administration
- Community consultation
- Event planning
- Correspondence
- Word Processing
- Records Management
- Maintain Customer data and systems
- Procedural documentation

2003 - 2004

TRAINEE BUSINESS SUPPORT OFFICER, AURORA ENERGY

- Completed Certificate III in Business
- Nominated for Trainee of the Year. Winner of the Jack Kelleher Perpetual Award.
- Filing
- Data Entry
- Front Reception
- Maintaining Business Resources
- Meeting agendas and minutes
- Correspondence
- Word Processing

EDUCATION

NOVEMBER 2002

YEAR 12 PASS, ELIZABETH COLLEGE

NOVEMBER 2000

YEAR 10 PASS, COSGROVE HIGH SCHOOL

SKILLS

- Attention to detail
- Accuracy
- Organised
- Adaptable
- Efficient
- Quick learner

ACTIVITIES

I enjoy reading, spending time with my children and animals, and attempting to establish a vegetable garden in my spare time. I enjoy cooking, and attempting new dishes for my family and close friends.

REFERENCES

Please view my Upwork profile <https://www.upwork.com/freelancers/~015b9689d3708d1cdb> for details of my experience.

Lee-Anne Wilson

Business Owner
Wilson Home Carers
Ph: 0447 714 887

Phillip Verrell

Business Owner
Van Diemens Elevators
Ph: 0451 045 056

Chloe Ball

Business Owner
Eventful Solutions
Ph: 0412 951 110