

Kiana Brady- Harby

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OBJECTIVE

Experience in a fast-paced administrative environment, proficient in both computer and paper-based skills.

I have exceptional communication skills both written and verbal.

I am a quick learner, confident to ask for help where needed.

Adaptable, can work within a team or individually, and always keen for a new challenge.

SKILLS

- Experience with Microsoft Suite.
- Previous experience with Best Practice, Inerva and Leecare.

REFERENCES

Available upon request.

EXPERIENCE

FEB 2020 – MARCH 2024

Administration Assistant – Hakea Grove Aged Care

During my time in this position I played quite a diverse role in the organization. Following key areas are some of my duties during my time:

- **HR assistance** – Assistance during the onboarding process, Maintaining employee records both online and paper based.
- **Rostering assistance** – Assisting with day to day rostering, sick leave follow up, payroll reconciliation, entering leave into system.
- **Reception assistance** – Running front desk, answering high volume of phone calls, Eftpos machine, assistance with ingoing and outgoing enquiries)
- **Nurse Practitioner assistance** – Assisting with in house COVID-19 and Influenza Clinic, Best practice experience, Clinical uploading and filing, Booking pathology and radiology referrals
- **Marketing/Social Media assistance** – Managing social media platforms and keeping company website updated.

AUGUST 2021

Temp role – Establishment office – Census – Australian Bureau of Statistics

Assisting residents to complete census forms, census forms drop off, data entry into computer system.

EDUCATION

2021 – Certificate IV in Human Resources

2021 – Certificate IV in Business

2019 – Certificate IV in Accounting & Bookkeeping

2019 – Barista Fundamentals Course

2018 – Certificate III in Business Administration

2018 – Speed accuracy statement (84 standard words per minute with accuracy of 99.5%)

2017 – Certificate III in Individual Support – Ageing, Home & Community (120 Hours work placement completed – Our Lady of Loretto Gardens and Baptist Care)