

Kerri Mackenzie

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OBJECTIVE

My job satisfaction is found in working for organizations of integrity, that enable me to live out my personal values at the same time as providing a high standard of service. My recent decision to relocate to the country provides opportunity for me take my work into the direction of virtual administration. Working virtually will give me opportunity to extend my knowledge and experience, providing the foundations for career growth all from my home office.

EXPERIENCE

FINANCIAL COORDINATOR Jan 2011 - Aug 2016

Cruz Collective Pty Ltd, Burleigh Heads, Gold Coast

I was part of the Cru Collective (previously known as Onyx Property Group) team for just under 5 years, and enjoyed my job thoroughly.

Responsibilities included;

- Data Entry
- Bank Reconciliations
- Credit card processing and reconciliations
- Accounts Payable and Account Receivable
- Payroll
- BAS Preparation and lodgement
- Produce end of month financial paperwork
- Company Cash Flows
- General Ledger, Profit & Loss and Balance Sheet analysis
- End of year processing and reporting
- Reckon accounting system
- Responding to emails, filing, archiving, maintaining efficient records
- Administration assistance for the construction team
- Assistance to the financial controller
- PA to the Director (first 2 yrs)

BOOKKEEPING, STRATA ADMINISTRATION & CUSTOMER SERVICE July 2009 – July 2011

Margaret River Resort/The Knights Inn, Margaret River, Western Australia

I worked as a receptionist for 6 months prior to taking over the bookkeeping and Strata Administration.

Responsibilities included;

- Reconciling numerous Resort, Knights Inn and Strata bank accounts - including loan accounts and daily banking.
- Data entry (INFOTEL)– Coding bank statements

- ATM machine reconciliations
- Monthly Strata reconciliations (EXCELL & MYOB)
- Manage rental, levies, refurbishment, reserve and general payments for Strata
- Transfer monthly internal debtors
- Contra monthly debtor accounts
- CR and DR accruals
- Profit and Loss analysis
- Reconciling Balance Sheet items
- GL reconciliations and journal processing
- Process monthly PAYG and Payroll tax
- Preparations for BAS statements, reconciling input and output account for GST reporting
- Produce end of month financial paperwork
- Report monthly financial figures to Manager, Managing Director and Accountant
- GL, P&L and BS account inquiries – Manager, Managing Director and External Accountant
- Respond to enquiries from Strata owners
- End of year processing and reporting, including owner statements
- Organise annual rental increase for Strata
- Responding to emails, filing, archiving, maintaining efficient records
- Answering incoming phone calls
- Reservation bookings, enquires and payments
- Checking guests in/out
- Customer service and maintenance assistance
- Cash handling and till balancing
- Responding to emails and other general office administration

RECEPTION, ACCOUNTS ASSISTANCE AND CUSTOMER SERVICE

Jan 2007 – Jan 2009

Cherating Pty Ltd, Perth, Western Australia t/a

Picnic Clothing, Hobbs Shoes and Fruitta Head Office

Picnic Clothing, Hobbs Shoes and Fruitta Boutique are high end fashion stores all run from Head office, in total we have 10 stores 5 clothing, 4 Shoe stores and 1 Boutique My duties include:

Responsibilities included;

- Directing incoming calls
- Preparation of outgoing and incoming satchel's for daily store and staff information 10 stores in total;
- Greeting clients, suppliers, store staff members
- Organise store Memo's
- Assisting with procedure inquiries from stores for POS system
- Daily banking – Entering daily banking and net sales into account system, assist in reconciling daily banking with staff in store, and end of month assistance.
- Warehouse management - receiving and processing stock for stores including preparation of store stock transfer documentation
- Stock receipting
- Sales assistance work – media and sales
- Organising store maintenance
- Handling computer issues Hardware and Software
- Weekly reporting for Purchasing, Designers and Executives
- Maintaining customer loyalty clients approx 9,000
- Organising VIP invitations mailing lists
- Assistance with organising Product launch evenings
- Handling all internet enquiries
- Retail sales – in store

- Monitoring stationery for Head Office, organising weekly Shopping & Stationery orders for all stores
- MPOS, AP21 & CBA computer systems
- Filing, Archiving, and other general office duty's

CUSTOMER SERVICE

Feb 2006 – Dec 2006

Essense Designs, Perth, Western Australia

Essense Designs are Bridal Gown Design company based in Australia supplier to Australia, UK and USA customers.

Responsibilities included;

- Customer Service enquiries, liaising with clients in Australia and UK
- Processing sales orders
- Telephone sales
- Fashion and production assistance
- New range fashion photo shoots – Assisting the concept designer
- Managing shipments internal and external, national and international
- Trunk show preparation – preparing garment for trunk show AUS, UK and USA
- Catalogue and other media assistance

RECEPTION & CUSTOMER SERVICE

Nov 2004 – Dec 2005

Roy Weston Real Estate, Perth, Australia

Responsibilities included;

- Directing all incoming calls
- Meeting and greeting clients
- Sales and Property Management assistance
- Organising viewing of properties
- Producing media brochures and information for new tenants
- Mail
- Banking
- Monitoring stationary

EDUCATION

DIPLOMA IN ACCOUNTING

Jan 2013 – Current

QLD TAFE online - ongoing

CERT III BUSINESS ADMINISTRATION TRAINEESHIP

Jan 2003 –Dec 2003

Sandgate District State High School Office/QLD TAFE

KELVIN GROVE SENIOR HIGH SCHOOL

Dec 2001

Year 12 Certificate

HOBBIES AND INTERESTS

- Photography
- Animals
- Blogging

- Yoga
- Reading
- Painting
- Knitting
- Cooking & Baking

REFERENCES

Chris Bolger
Director
Cru Collective Pty Ltd, Gold Coast
Phone: 07 55923922

Marika Radich
Manager – The Margaret River Resort/Knight Inn
Please call for reference
Phone: 08 9757 0000

Cheryle Leckie
Cherating Pty Ltd, Perth
Picnic Clothing, Hobbs Shoes and Fruitta Head Office
Please see reference attached