

PERSONAL INFORMATION

JULIE GUTHRIE

sayitwritewithjulie@gmail.com

36 Dayflower Street
Upper Coomera
Queensland, Australia
+61 448 093 047

PERSONAL PROFILE

Currently studying towards my Bachelor of Communication (Media Studies) degree
Possess native English proficiency and a life-long passion for the English language
Certified in Professional Editing and Proofreading
20 years' experience in the administrative/secretarial field
Honest and reliable with a drive to succeed
Ability to work in a diverse range of roles
Excellent communicator with strong organisational skills
Positive outlook and willingness to embrace new challenges
Strong work ethic

EDUCATION & TRAINING

Bachelor of Communication (Media Studies) Swinburne University of Technology <i>Currently studying part-time</i>	Current
Certificate in Professional Editing and Proofreading Cengage Education	2011
Full High School Education (South Africa)	1994
Computer literate with fast internet connection	

REFERENCES

Craig Lennon – Highlands Pacific Australia
Chief Financial Officer / Company Secretary
clennon@highlandspacific.com

Nicola Ghirardelli – Netcare (South Africa)
Now residing in New Zealand
Written reference available on request

PROFESSIONAL EXPERIENCE

SAY IT WRITE

May 2013 – present

Owner – virtual business

Providing virtual editing / proofreading services
Providing professional virtual administration services where required
Designing and compiling professional resumés and cover letters for clients

In 2011, whilst pregnant with my third child, I completed my *Professional Editing and Proofreading* certification. In 2009, I left Highlands Pacific Australia to have my second child and pursue home duties.

HIGHLANDS PACIFIC AUSTRALIA

Jun 2006 – Mar 2009

Executive Assistant

Assisting with the editing and proofreading of the annual reports and company documents
Typing of monthly reports, board papers, AGM papers, letters and company announcements
Maintaining statutory records for Highlands Pacific Australia and 7 subsidiary companies
Compiling and lodging company announcements
Keeping shareholders, directors, the ASX and the Papua New Guinean stock exchange informed
Assisting the CFO / Company Secretary with general secretarial duties

In 2005, I left Netcare to have my first child and make arrangements to immigrate to Australia. My family and I arrived in Australia in June 2006.

NETCARE (South Africa)

Mar 2003 – Jun 2005

Design Assistant

Typing up interior design quotes to submit to the hospitals in the group for approval
Maintaining an up to date filing system of all projects
Ensuring timeous placement of orders in order to fulfil project requirements
Handling account reconciliations to ensure timeous payment of suppliers

BRIGHTPOINT / GLOBAL ASSIST

Nov 1999 – Jan 2003

Executive Secretary

Providing secretarial duties to the Financial Director, Sales Director and Managing Director
Typing of legal contracts, proposals, presentations, and general office documentation

PROFESSIONAL EXPERIENCE Cont'd

From November 1998 to November 1999, I held various temporary positions in an administrative capacity.

COZENS RECRUITMENT SERVICES **CV Typist (Promoted from position of Receptionist)**

Jan 1996 – Oct 1998

Typing up resumés and references for ten consultants
Placing job advertisements in various newspapers
General office administration

FRONTLINE PROMOTIONS **Receptionist**

Mar 1995 – Dec 1995

Answering the switchboard
General office administration
