

## RESUME

**Name:** NARELLE SCOTT

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River Heads QLD 4655

**Email Address:** narelle@transmutation.com.au

**Marital Status:** Married, 2 children (aged 23 & 24 years)

**Date of Birth:** 29 October 1968

**Education:** *Year 12*  
1986 at Maryborough State High School (Qld)  
Obtaining a successful senior pass

**Licences:** A Class Manual Open Driving Licence  
& own vehicle.  
Jet Ski and Motorboat licence

### Employment Summary:

- 2017 to Present** - Relief Management for Motels, Tourist Parks and Caravan Parks
- Reception, cleaning, cooking, phone calls and laundry
  
- 2015 to 2016** - Treasurer of Old Schoolhouse Gallery (Cleveland QLD)
- All duties associated with Treasurer role including book keeping, reporting and banking.
- Member artist of gallery
  
- 2012 to 2016** - Studied and developed skills as an artist
  
- 2010 to 2012** - Reception/Administration at Tax Depreciation Business (TSL Pty Ltd)
- Quoting Tax Depreciation Schedules and scheduling appointments for Quantity Surveyors.

- 2007 to 2010**
- Reception/Administration/Graphic Design Officer – Patton’s Big Gun
  - Part time printing of photos on to canvas at home using my own large format printer.
- 2001 to 2007**
- Administration Manager – Transmutation Pty Ltd
- 2000**
- Courier Driver – Didgiguard Pty Ltd
- 1987 to 1992**
- Administration Clerk – Suncorp Insurance Pty Ltd
  - Cashier – Suncorp Insurance Pty Ltd
  - Administration Clerk – QBE Insurance Pty Ltd

**FURTHER DETAIL ON SELECTED ROLES :**

- 2016 to Present      RELIEF MANAGERS FOR MOTELS/RESORTS
- Organisation:      Transmutation Relief Management. (mobile around Australia)  
Own company working with my husband to provide relief management in the hospitality industry.
- Responsibilities:    All duties associated with Relief Management in the Hospitality Industry
- All Motel reception duties as required from bookings to check in and out.
  - Competent use of software systems (Little Hotelier, Concierge), allocate rooms and process payments
  - All house keeping duties as required by individual Motels i.e Cleaning and servicing rooms, laundry of all bedding & towels.
  - Efficient daily rostering of house keepers to assist in the house keeping duties.
  - Kitchen duties as required by each motel (ie cooking breakfast)
- Achievements:      - Attentive customer service and a can do attitude.
- Ability to learn new skills quickly and adapt to change.
  - Efficiency and time management skills
  - Strong work ethic.

2015 to 2016	TREASURER
Organisation:	OLD SCHOOLHOUSE GALLERY (Cleveland QLD)
Responsibilities:	<p>All duties associated with Treasurer Role including book keeping, reporting and banking.</p> <ul style="list-style-type: none"> <li>- Entering and recording all transactions into a Book keeping software system (Manager IOS)</li> <li>- Arranging payment of all Gallery invoices and Member Artist payments each month.</li> <li>- Banking and reconciliation of cash and Eftpos accounts.</li> <li>- Recording and presenting the financial documents to the members each month.</li> <li>- Preparation of books for the Auditor at the end of the financial year.</li> <li>- Procurement and ordering of supplies needed to run the Gallery on a daily basis.</li> <li>- Scanning, emailing &amp; filing company documents and all other duties pertaining to the running of an office</li> </ul>
Achievements:	<ul style="list-style-type: none"> <li>- Key member in building a small team and a harmonious work environment.</li> <li>- Increasing the revenue and profit (105%) of the gallery in a 12 month period</li> <li>- Excellent communication and problem solving skills</li> <li>- Efficiency and time management skills</li> </ul>
2007 to July 2010	RECEPTION/ADMINISTRATION/ GRAPHIC DESIGN
Organisation:	<p>PATTON'S BIG GUN</p> <p>Patton's Big Gun Butchers consists of three shops located around Brisbane. It is a medium to large business that supports a small team of four in the head office.</p>
Responsibilities:	<p>All reception/general office and graphic design duties.</p> <ul style="list-style-type: none"> <li>- Designing and printing of signs using Corel Draw and a large format printer. Laminating signs for display in all three shops.</li> </ul>

- Typing weekly adverts and emailing the Word Documents through to the newspapers. Proof reading and direct liaison with the newspaper production team to ensure the adverts are correct before they are printed
- Uploading the adverts, weekly specials and other company information to the web site each week
- Up loading images to the internal multi screen system in all three shops.
- Scanning, emailing, faxing & filing company documents and all other duties pertaining to the running of an office
- Providing customer service to both internal and external clients either on the telephone or face to face
- All reception duties such as answering the telephone, transferring or paging calls to the relevant area.
- Some PA duties such as organising and booking meetings
- Organising and recording the Charity BBQ bookings for various charity organisations in Brisbane.

**Achievements:**

- Developed an attentive customer service approach that allows me to communicate with a diverse cross section of people
- Competent use of a computer using Microsoft Office Outlook, Microsoft Word, Corel Draw and data entry into Microsoft Excel
- Building & maintaining good client relationships both internally and externally
- Efficiency and time management skills
- Finely tuned attention to detail and layout skills
- Ability to work closely in a small team environment
- Excellent communication and problem solving skills

**2001 to 2007 ADMINISTRATION MANAGER**

Organisation: TRANSMUTATION PTY LTD

Transmutation Pty Ltd is a transport company which was created and owned by my husband and I. It involved transporting shipping containers to and from the wharf for import or export. Our company introduced the first Super B-Double configuration in Queensland.

- Responsibilities:** All duties pertaining to the day to day running of a small business
- Finding and allocating sub contract work on a daily basis for the driver
  - Managing Staff on a daily basis
  - Assessing customer and driver needs on a daily basis to ensure good customer service is maintained
  - Utilise time management skills, make judgements about priorities and utilise processes to achieve aims
  - Organising maintenance or repairs to equipment
  - Record keeping & auditing for Dept of Transport under their Safety & Mass Management Scheme
  - Invoicing & Book-keeping using Quick Books Program
  - Electronic BAS & PAYG lodgement via internet
  - Perform all Payroll duties and Internet Banking
  - Use of Word for word processing (All Company Letters)
  - Scanning & emailing company documents
  - Demonstrate positive leadership skills
- Achievements:**
- Competent use of a computer and soft ware
  - Building & maintaining good client relationships
  - Efficiency and time management skills
  - Problem solving & lateral thinking
  - Ability to build and operate in a team
  - Developed excellent, clear communication skills across a diverse range of people
  - Assisted in the development and growth of a very professional small business
- Referees:**
- On request.