**Kath Iorfino** 

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**Employment Summary Highlight \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Aug 2017 – Current **Executive Assistant to Executive Director Finance, Property & Advisory Group,** Sydney CBD (NSW Government)

March 2016 – Aug 2017 **Executive Assistant to Executive Director Portfolio Management Group, Property & Advisory Group,** Sydney CBD, (NSW Government)

June 2015 – March 2016 **Executive Assistant to 2x Associate Dean UNSW**

 University NSW, Kensington

Oct 2011 – Aug 2012 **Executive Assistant to Director, Development and Alumni Department**

 Griffith University, Southport, QLD

Feb 2011 - Oct 2011 **Executive Assistant to Doctor & Head of Nursing, Justice Health**

 Long bay Correctional facility, NSW (NSW Government)

Aug 2010 – Jan 2011 **Executive Assistant to Dean learning & Teaching (Health)**

 Griffith University, Southport QLD

Jun 2008 – Jan 2009 **Personal Assistant to Director Information and Technology**

 Department of Commerce, Sydney (NSW Government)

Dec 2005 – Jun 2008 **Executive Assistant to NSW/ACT Registrar**

 Federal Court, Sydney (NSW Government)

Mar 2003 – Dec 2005 **Personal Assistant to 2x Directors**

 Barclays Bank, London

**Employment History \_\_\_\_\_\_ \_\_\_\_\_**

Aug 2017 - Current **Executive Assistant to Executive Director Finance, Property & Advisory Group,**

(Perm) Sydney CBD

* Extensive diary management and coordination for the Executive Director
* Provide high level executive, administrative support to the Executive Director and Finance team
* Financial operations including timely and accurate data processing, raising purchase orders and invoice requests, goods receipting, debt management, expenses claim and acquittals, company account creations and budget reporting through SAP
* Implementation and coordination of various projects within the team for effective outcomes
* Diary Management to three Directors, attending meetings and co-ordinating minutes for team
* Managing the maintenance of Finance Establishment and HR related issues, recruitment advertising through Taleo and Fieldglass, co-ordination of staff on boarding/offboarding, record keeping for all Finance
* Prepare and track ministerial briefing notes
* Liaise with internal and external stakeholders to maintain effective relationships
* Update and maintain procedures/polices for Finance
* Assist with the timely and accurate preparation of documents including presentations, briefings, letters, minutes, spreadsheets, reports for executive and team
* Financial operations including timely and accurate data processing, raising purchase orders and invoice requests, goods receipting, debt management, expenses claim and acquittals, company account creations and budget reporting
* Expense 8 (Purchase Cards) training and assistance for PAG employees
* Procurement for finance
* Address/respond to queries and provide solutions where possible, or redirect query to relevant area

March 2016 – Aug 2017 **Executive Assistant to Executive Director Portfolio Management Group,**

(Perm) **Property & Advisory Group,** Sydney CBD

* Extensive diary management and coordination for the Executive Director and six Directors
* Provide high level executive, administrative and project support to the Executive Director
* Provide administrative / project support to the six PMG Directors
* Provide support and coordination of House Folder Notes and Cabinet Submissions
* Address/respond to queries and provide solutions where possible, or redirect query to relevant area
* Minute taking and distribution for PMG divisional meetings
* Prepare and track ministerial briefing notes for PMG and Leasing
* Manage employment such as recruitment advertising, new starters, terminations, contract extensions for PMG
* Supporting the Executive Director to ensure consistency and a high level of quality of

correspondence through drafting and coordinating letters, reports and presentations

* Liaise with stakeholders and managers and proactively share key government information to create and maintain awareness across the business
* Office management to the PMG division facilitating the operations of all printers, cleaning, stationary orders

Oct 2015 – March 2016 **Executive Assistant to 2x Associate Dean, Business School**

(Contract role)  **University NSW**

* Extensive inbox management for two associate deans
* Organise and correspond to all emails for two people
* Diary management for two people
* Minute taking for all meetings
* Credit Card reconciliation for 2 people through NS Financials
* Extensive travel bookings, domestic and international
* Entering travel into Serko
* Being first point of contact phone/face to face for both associate Deans
* Catering/bookings of functions & events
* Work closely with the two teams
* Various project work for teams
* Preparing presentations to University format

June 2015 – Oct 2015 **Executive Assistant to Chair, NSW Government Department**

(temp) Newington NSW, Cemeteries Agency

* Manage Chairs diary and travel arrangements
* Provide high level executive, administrative and project support to the Chair and team
* Supporting the Chair to ensure consistency and a high level of quality of

correspondence through drafting and coordinating letters, reports and presentations

* Key stakeholder engagement/liaison, regular site visits to Cemeteries
* Preparation of Executive papers
* Sit on executive board meetings take minutes, prepare and distribute

Dec 2012 – June 2015 **Human Resources Administrator / Office Manager**

(Perm) Engineering Group

* Assist with front office management and Reception managing 3 staff
* Car inspections and PPE for a fleet of over 300
* Management/responsible for company records of Assets Australia wide, liaise with interstate offices to make sure update and accurate using in house program ARMS.
* Management of large company accounts including Shell fuel cards, Bunning’s Powerpass.
* Management of large Eway account and daily records charging to work orders/clients.
* Assist with Inductions and terminations – New Starters/Leavers and collection and re-assignment of company assets.
* In charge of employee company licences / police checks Australia wide
* Daily company reports supplied to Managers and Directors

Oct 2011 – Dec 2012 **Executive Assistant to Director, Development and Alumni Department**

(Temp) Griffith University, Southport, QLD

* Provide timely, efficient executive assistance to the Director, including arranging meetings, assisting with agenda preparation and, where appropriate, taking minutes and accessing and reporting from the Raiser’s Edge Database.
* Provide timely, efficient administrative support services including miscellaneous filing and records management; faxing, mail, maintenance of registers; photocopying; management of accounts; compilation of manuals and reports to support efficient day-to-day operations of the Development and Alumni Unit.
* Prepare letters, submissions, correspondence and reports using PC based office software including word processing and spread sheets, ensuring a high level of quality in layout and presentation.
* Maintain appointment schedule and calendar for the Director; arrange travel and accommodation bookings for Directorate personnel as required.
* Provide information to the Director using the Raiser’s Edge database and ensure all the Director’s strategic activity is recorded in the database for reporting purposes.

Feb 2011 - Oct 2011 **Executive Assistant to Doctor & Head of Nursing, Justice Health**

(Temp) Long Bay Correctional facility, Sydney

* Diary Management
* Preparation of Executive Briefs
* Financial Reports / Reporting
* Clinical placement of students
* Travel & Accommodation Arrangements for Executive Director Financial Operations and other Corporate Services & Finance Managers and staff.
* Capture all correspondence incoming and outgoing and register into TRIM database - liaise with RMU,
* Liaise with RMU in relation to all TRIM matters.
* Preparation of Agenda, Minutes and associated meeting documents for the following Committees (see chart as well on petition)
* Finance & Performance Committee
* Capital Works committee
* Corporate Records Steering Committee
* Corporate Operations Review Committee
* Revenue & Management Patient Trust Accounts
* Corporate Managers Meeting
* PCG Meetings
* Incoming and outgoing mail. Regular use of various software packages.

Aug 2010 – Jan 2011 **Executive Assistant to Dean learning & Teaching (Health)**

(Temp roles) Griffith University, Southport QLD

* Extensive Diary Management/Co-ordinate
* Manage all email correspondence for the Director
* Liaison with internal and external clients
* Liaison with Griffith University students
* Preparation of Executive Briefs
* Travel bookings (eRes) and itineries
* Preparation of meeting agendas / minutes
* Prepare letters, submissions, correspondence and reports using PC based office software including word processing and spreadsheets, ensuring a high level of quality in layout and presentation.
* Use of University Finance Systems through the portal

April 2010 – Aug 2010 **Team Secretary for Account Finance & Economics**

(Temp) Griffith University, Southport QLD

* Provide timely, efficient executive assistance to the AFE team, including arranging meetings, assisting with agenda preparation and, where appropriate, taking minutes and managing all communication for the AFE team
* Provide administration support and assistance to the team of lecturers
* Supervision and monitoring of student exams
* Prepare and maintain confidential files
* Maintain data and records keeping systems
* Use of University Finance Systems through the portal

Feb 2009 – April 2010 **Executive Assistant/accounts to Director, DB Scaffolding & Rigging**

(Made redundant) Gold Coast, QLD

* MYOB
* Accounts payable
* Weekly bank reconciliations for all company bank accounts
* Invoicing of all jobs
* Inter-entity transactions
* Petty Cash Reconciliation & reimbursements
* Monitor spending on company accounts to ensure within limits, phone, fuel, safety gear, work wear and also other employees reimbursements
* Take care of all company accounts, ordering fuel cards, phones, credit applications
* Daily tasks
* General reception, phone calls, filling, emails, mail
* Diary entry
* Travel bookings
* Meeting arrangement

Jun 2008 – Jan 2009 **Personal Assistant to Director Information and Technology**

(Temp) **Department of Commerce**, SydneyCBD

* Extensive travel organisation
* Diary management for the Director and three general managers
* Month end reporting for ServiceFirst IT
* Organise all Executive Meetings
* Financial Reporting - SAP
* Agenda / Minutes
* Dictaphone
* Check voicemail and email to ensure executive requests are received and responded to in a timely manner
* Provide assistance/support where needed to team
* Update / owner of Intranet site
* Order stationary for the office through SAP
* Maintain confidential records including filing/ archiving of correspondence and project files
* Prepare confidential documents for presentation using Word, PowerPoint, Excel and other Microsoft Office Programs

Dec 2005 – Jun 2008 **Executive Assistant to NSW/ACT Registrar**

(Contract) **Federal Court**, Sydney CBD

* Coordination of the District Registrar’s schedule and calendar
* Coordinate and manage the central Registrars’ mediation and case management diary including consulting and liaising with Registrars, other members of the Registry, the legal profession/ counsel and internal and external parties
* Coordinate and assist in the preparation reports and management documents.
* Following up matters pending and actioning those matters as required
* Plan and organise meetings and conferences as required and ensure the District Registrar is well prepared
* Take notes or dictation at meetings and provide general assistance
* Prepare minutes and agendas as required.
* Draft responses to correspondence received in the District Registrar’s Office
* Book travel for the District Registrar and manage the accounts reconciliation
* Preparation of the registry’s monthly reports and statistics
* Undertake project work as required and brief the District Registrar
* Support Registry Management and the Registrars in overall service support
* Produce documents, briefing papers, reports and presentations
* Review and summarise miscellaneous reports and documents.
* Arrange travel and accommodation. Prepare expense returns
* Interpreting written work, policies, procedures
* Conduct research and prepare reports and recommendations

Mar 2003 – Dec 2005 **Personal Assistant to 2x Directors**

 Barclays Bank, London

* Managing the diaries of the Director and his direct reports
* Providing high level support to the Directors
* Spend Requests for company
* Expenses
* Performing extensive data entry
* Organising International travel arrangements
* Organising overseas employees Induction meetings
* Organising company meetings
* Liaising with overseas offices
* Dealing with highly confidential documentation
* Help with re-organisation of company
* Ordering conferences dial – in’s
* Designing and maintaining spreadsheets
* Managing supplies orders, catering
* Collating figures from managers and consolidating into reports
* Basic data entry
* Conducting correspondence relating to I.T departments and distributing