



I bring to the table over twenty-five years of experience in various industries in business management, administrative and creative roles. I particularly love working in an environment where I can add to my wealth of experience and best utilise my varied skill set, sense of humour and problem-solving ability. Oh and I LOVE to learn!

WORK HISTORY

WARMFUZZYMEDIA

Since 2002, I have had an active 'side hustle' where I have worked in various capacities - producer/writer/researcher/designer/reviewer/work-for-hire. Recent clients include:-

Resourcing | Querec Trades & Labour |

Sourcing skilled workers via Seek/Indeed for short-term labour-hire positions in construction/civil roles across QLD. Tasks included: interviewing and shortlisting applicants for labour force allocations/the organisation of training to upskill workers/arranging job fit medicals/administrative onboarding.

Accounts/Maintenance Admin Team | Belouis Maintenance |

Manage debtors/creditors, procurement/supplier relationships and queries. Weekly financial reporting to the Company Director. Assist the Admin and Trades Team with purchasing, backup scheduling and client and stakeholder relations.

Role Achievements: Working with the Head of IT/Management Team on designing templates, assessing workflows and forecasting data needs in the transition of the company's construction/scheduling workflow software (Fergus to SimPro). Setting up the administrative resources/reporting for the company's Work, Health & Safety Committee.

Research Assistant | University of Queensland | School of Veterinary Science

Conduct surveys with the public and collate data for a PhD candidate for a paper on "Wild Animal Welfare and Conservation Issues"

Resourcing | Trayne Consulting | NBN Unify Project

Contact project applicants to review skills/availability/suitability for project sites in various regions (VIC/QLD/NSW)

Gap Year

I enjoyed a long 'work' holiday due in part to Covid and to undertake studies at TAFE in Certificate III - Animal Studies.

Feb - Oct 20 (part-time) | Association Secretary | Interior Design Association |

Managed membership enquiries/customer service (designers, trades and suppliers). Responsible for accounts management (accountant liaison/weekly payroll/bookkeeping (MYOB/Xero). Maintained members' database, website additions and updates and assisted with social media content/monthly newsletter production.

Role Achievements: Transitioned organisation to Xero Accounting and Hubspot CRM.

July 18 - Feb 20 (casual) | Design Assistant | Earthborne By Design |

Assisted Head Interior Designer with general administrative, inventory and record keeping as well as client meetings and on-site tasks during renovation projects.

Role Achievements: Working alongside multiple HIA award-winning designer, Paul Coulson, on several amazing properties.

Dec 18 - May 19 | Business Administrator | Unitec Institute of Technology,

Environmental & Animal Sciences |

Delivered a variety of administrative support functions (as listed in previous role) however, in this role I worked closely with the Head of School across finance, contract management, employee HR reporting/contracting, running/minuting research and internal committees and general operations management for lecturing staff and students. I also organised events (Open Day), research symposiums and marketing opportunities.

Role Achievements: Devised Admissions Marketing Campaign for Auckland & Regional Schools.

KYLIE CONNELL

PROFESSIONAL SKILLS

COMPLIANCE

ASIC (Company Secretarial & Associations)/Workplace Health & Safety

CUSTOMER SERVICE

Customer Resolutions (B2B/B2C)
Client Management

FINANCE

Xero Certified Advisor
Taxation/Bookkeeping/Payroll/
Trust Accounting/Royalties
Investment Advisory/Inventory

IT/SOFTWARE

Network/Cloud Management/
Website Maintenance
Systems Analysis
Highly skilled in over 100+
proprietary programs
PC/Mac literate/70 WPM

LEGAL

Contract Preparation and
Management/Intellectual Property
& Media Advisory

MARKETING/DESIGN

Creative Direction/Public
Relations/Copywriting/Social
Media/Graphic and website
design/Media Producer

LICENSES/ CERTIFICATIONS

National Police Check
Blue Card - Working with
Children
White Card - Construction
Casino Special Employee License
Return to Work Planning
(Worksafe)
Workplace First Aid
Pet First Aid
NDIS Code of Conduct
Drivers License

CONTACT

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WORK HISTORY (CONT)

Oct 17 - Dec 18 | Business Administrator/Network Projects Coordinator | [Unitec Institute of Technology](#), Health & Community/Environmental & Animal Sciences |
Working within the Network, I delivered a variety of administrative support functions for the lecturers and technicians. My duties included budget management, purchasing, staff induction, IT support and operation as the department point of contact for day-to-day enquiries for students and internal/external stakeholders. I also supported the Network Director with administration duties, research and coordination of network-specific projects.

Jul 17 - Sept 17 | Human Resources Administrator | [Unitec Institute of Technology](#), HR Resources |
Worked with the Human Resources Project Manager and Research Office to review and update the integrity of research employee data for the tri-annual NZ Government Performance-Based Research Fund (PBRF) audit. I also worked with the Projects Manager on the development on an internal HR project and supported both the audit and project with data entry, management of internal and external stakeholder meetings and managing document flows.

2015 - 2017 | Temp | [Hudson Recruitment/Salt Recruitment/Metro Recruitment](#), Auckland NZ |

Clients included:-

Pattersons Architects (Studio Administrator)/Method (Studio Manager)/Bauer Media (Marketing Assistant)
Westpac Bank/ASB Bank - Head Offices (Concierge)/Green Cross Health/Customer Radar/Fisher Funds (Customer Service)/Craigs Investment Partners (Investment Advisor Assistant/Anthem PR/Mediaworks/
Fleetcor (Administration/Data Entry)/Manaia Health/Pernod Ricard/NIWA/Konica Minolta/Electrolux/Crombie Lockwood (Reception)

2013 - 2015 | MC-Promotions Assistant/Return to Work Coordinator | [Crown Entertainment](#), Melbourne
In my initial role at Crown, I worked as an MC/Promotions Assistant in the various entertainment precincts spruiking events and games. I also managed promotional gaming payouts and assisted patrons with queries. Later I moved into the Work Health & Safety Team where I coordinated and prepared return to work plans and assisted the Department Heads with administrative functions. **Role Achievements:** Worked on the edit of the property's Best Practice guidelines and updated safety code documentation for staff.

2007-13 | Director of Talent & Production Agency / [Misc Pty Ltd](#), Sydney
As Producer, I developed and produced various entertainment projects. As Talent Agent, I liaised with Australian/international casting directors/production companies to secure and manage my client's acting engagements and all contractual matters.

2007-13 | Production Assistant / [Red Carpet Films](#), Sydney (part-time)
As Producer, I developed and produced various entertainment projects. As Talent Agent, I liaised with Australian/international casting directors/production companies to secure and manage my client's acting engagements and all contractual matters.

2008-11 | Bookkeeper, Sydney (part-time)
Andrew Lancaster Productions/Blarter Music Pty Ltd/Gracie Productions Pty Ltd/Macmusic Pty Ltd/
Moneypenny Business & Taxation/SLR Creative/Whytehouse Productions.

[Further work history available upon request](#)

VOLUNTEERING (2020 ONWARDS)

Humpbacks & High Rises | **July 21 onwards** | Research Assistant/Event Assistant (Whale Day, Aug 21)

Animal Welfare League | **Feb 21 onwards** | Cat Adoptions Team/Event Assistant (Paws in the Park, Aug & Nov events 21)

Mudgeeraba Agricultural Show | **Sept 2021** | Event Assistant

Bravehearts Annual Gala | **May 2021** | Event Assistant

Currumbin Wildlife Sanctuary | **Feb - Oct 20** | Reception/Facilities/Guest Liaison at the Wildlife Hospital

REFERENCES

PAUL COULSON

Interior Design Association (President)/Earthborne by Design (Business Owner)
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[Further verbal/written references available upon request](#)