

## SKILLS

- Cross-functional team management
- Performance improvements
- Supervision and training
- Financial administration
- Troubleshooting expertise
- Variance and risk analysis
- Proficient in PS, ID, SketchUp, AutoCAD

## EXPERIENCE

### **PROPERTY ADMINISTRATOR** | 01/2020 to Current **Huaever Pty Ltd - Rochedale South, Queensland**

- Handled resident complaints and expedited maintenance requests.
- Collected monthly assessments, rental fees, deposits and payments.
- Solicited and analyzed bids for repairs, renovation and general maintenance.
- Coordinated with maintenance and contractors to promote timely turnovers after move-outs.
- Prepare accountant database

### **GENERAL MANAGER** | 02/2017 to 12/2020 **Huaever Spring PtyLtd - Brisbane, Qld**

- Complied with company policies and government regulations to prevent and detect rule violations and protect organization from fines and lawsuits.

### **ACCOUNTANT** | 04/2010 to 12/2013 **MingRei accountancy**

- Managed accounts payable, accounts receivable, bank reconciliations and payroll function.

### **ACCOUNTING ASSISTANT** | 03/2008 to 03/2009 **MingRei Accountancy**

- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.

## EDUCATION AND TRAINING

**Macquarie University - Sydney**  
**BBA**  
Commerce , **11/2007**

**Torrens University - Brisbane Old**  
**Bachelor of Arts**  
Architect of Interior Design , **11/2023**