

# RACHEL COLEMAN

## WORK EXPERIENCE

### EXECUTIVE ASSISTANT

*Xerotech, Galway | March 2021 - June 2022*

#### Duties Included:

- Admin support to the CEO and Management team
- Diary management of CEO and Management team
- Inbox management of CEO
- Managing incoming inquiries to CEO
- Arranging travel for CEO and Management team
- Arranging company visits
- Report generation and management
- Building Customer/Investor presentation
- Meeting minutes
- Data management and filing
- Managing Excel budgets
- Office management for office of 80+ staff
- All other general admin support

### EVENT COORDINATOR

*EMG Events, Melbourne | July 2019 - April 2020*

#### Duties Included:

- Admin support to the Project Manager, CEO, and wider team
- Diary management of Project Manager and CEO through Outlook
- Managing incoming inquiries on the project from both external stakeholders and wider business for the Project Manager and CEO, to minimise their need for consultation unless essential
- Scheduling meetings
- Arranging travel
- Setting up the project within the online system Wrike and then rolling it out to all departments
- Monitoring and tracking the status of the project on Wrike, and following up with departments on progress
- Generating reports for both internal and client use
- Building proposals for the client
- Data management and filing
- Research, booking and coordination of suppliers
- Drafting of speaker contracts and offer letters
- All other general admin support

### PLACEMENTS TEAM LEADER

*Performance Education, Melbourne | July 2015 - July 2019*

Jul 2015 - Aug 2015: Placements Administrator

Aug 2015 - Dec 2017: Placement Consultant

Dec 2017 - July 2019: Placements Team Leader

#### Placements Team Leader

##### Duties Included:

- Running the Melbourne Placements department to ensure the on time placement of hundreds of graduates per month
- Working with all other Performance Education departments on numerous projects to improve the customer experience
- Working with our external governing bodies, ACS & SMIPA, to ensure the Melbourne Placements team successfully passed both annual audits
- Budget preparation and management for department
- Data management
- Report preparation

### OFFICE MANAGER

*Verve Real-Estate, Melbourne | May 2014 - July 2015*

## PROFILE:

A dedicated, highly organised, and efficient individual, with over 8 years of professional experience in administration support and coordination

## EDUCATION:

Bachelor of Commerce -  
National University of  
Ireland Galway

## PROFICIENT IN:

- Microsoft Office: Excel, Word, Power Point, Outlook, Teams, Sharepoint
- Wrike
- Trello
- Xero
- Asana
- Avature
- RTO