
Meredith Guy-Villon
Executive/Office Assistant



Profession: Administration

Education: Cert 111 Information Technology, Onkaparinga Inst of TAFE, 1995
Cert 11 Office Administration, Onkaparinga Inst of TAFE, 1994
Dip Fine Arts, North Adelaide School of Arts, SA, 1988

Specialisation: Advanced Microsoft Office, Project Logistics, Graphic Design

Expertise

- Advanced Microsoft Office applications - Word, Excel, PowerPoint
 - Research and Data Management assistant
 - Desktop publishing – Photoshop, Paintshop
 - Drafting – Freehand, Mapinfo
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Employment Record

2004-Present FrOG Tech, Executive Support, Canberra Australia
2000-2004 SRK Consulting, Office Administrator, Logistics, Canberra, Australia.
1994-1999 Onkaparinga Institute of TAFE. Office Manager/Customer Service/Call Centre Supervisor, Adelaide, Australia.

Languages: English
