

# CAPABILITY STATEMENT

## Sonja Czora



**Business Support  
Business Operations**

### CONTACT DETAILS

1300 746 466

9 Strickland Street  
Clare SA 5453

### QUALIFICATIONS

- Certificate III Business Administration (Legal)
- Certificate II Retail Operations
- Certificate I Retail Operations

Sonja is a part of the busy Business Support Team, and the friendly face in reception in the Clare office. She brings to Pinion Advisory her extensive experience over many years in various office settings, utilising her management and administrative skills, and is passionate about delivering excellent customer service and business support in a timely manner.

Her strong organisational skills and attention to detail are key to assisting our consultants with workshop data entry and preparation, managing client agreement forms for agronomy and advisory board services and managing the database client base.

Sonja assists consultants with event planning for various workshops around the nation and is part of the Travel Team, managing and booking consultants' extensive travel requirements to ensure everything runs smoothly.

### Areas of expertise

- MYOB accounting and bookkeeping
- Event planning and co-ordination
- Travel and accommodation bookings for consultants
- Reception and administration support
- Office management
- Communication and customer service

### Professional experience

- Pinion Advisory – Business Support, October 2020-present
- MacKenzie Homes & Commercial – Receptionist & Office Administrator, 2020
- Ford McCarthy & Associates (Accountants) - Bookkeeper and Taxation Officer, 2018-2020
- Australia Post – Postal Services Officer and Postal Manager, 2002 to 2018