

CAPABILITY STATEMENT

Kathy Woodrow



Human Resources Coordinator

CONTACT DETAILS

0439 541 858

9 Strickland Street
Clare SA 5453

QUALIFICATIONS

- Cert IV in Small Business Management

COMMITTEES OR BOARDS

- South Clare Sports Club Life Member
- Clare & District Basketball Association Life Member & Secretary
- Clare Sports Facility Management Committee Secretary

Kathy is a key team member who works in the Clare office as Human Resources Coordinator. She is responsible for providing Human Resources support to Pinion Advisory managers and employees. Kathy communicates well at all levels and adapts readily to new challenges.

As a long-term employee, Kathy has previously provided extensive administration support to industry projects with MLA, AWI and the GRDC. She has also worked within the commodity risk management team to provide an efficient service to clients.

Kathy also proof-reads and edits written materials to ensure a consistent and professional image for Pinion Advisory.

Areas of expertise

- Human resources coordination
- People & succession administration support
- Proof-reading and editing
- Adobe InDesign

Professional experience

- Pinion Advisory – Human Resources Coordinator 2023-present
- Pinion Advisory (Rural Directions) - Business Support, 2010–2023
- Leasingham Wines – Administration Manager/PA, 2007-2010