

Penny Chapman

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Professional Profile

I am an experienced and professional Administration Assistant with exceptional communication skills and impeccable presentation. A diligent and motivated worker with strong organisational skills and attention to detail, I seek a flexible role with a dynamic organisation while I complete my university studies.

Education

Bachelor of Communication

Griffith University/OUA

To be completed : 2013

Online

Certificate III in Business Administration

Seek Learning

Graduated: 2010

Online