

## **Penny Chapman**

48 Morning St

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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