

## Contact

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## Top Skills

Accounts Receivable (AR)  
Diary Management  
Insurance

## Languages

Indonesian (Native or Bilingual)  
English (Native or Bilingual)

# Hanna Beaver

Sydney AU  
Greater Sydney Area

## Summary

Highly creative and adaptive office all-rounder. Strong collaborative and interpersonal skills; dynamic team player with well-developed written and verbal communication abilities. Highly skilled in client and vendor relations and negotiations. Accustomed to performing in a self-organised environment and handling multiple projects, work priorities and demands.

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## Experience

### Anchor Excellence

Assistant Consultancy Practice Manager  
September 2023 - Present (1 year 1 month)  
Sydney, New South Wales, Australia

### Construction Consultants

Finance / Executive Assistant  
June 2015 - June 2023 (8 years 1 month)  
Parramatta, New South Wales, Australia

### The Mustard Tree (Singapore)

Graphic Designer  
July 2006 - July 2007 (1 year 1 month)

- Website administration and management, newsletter management & publication
- Marketing materials including: flyers, brochures, tasting notes, bottle labels & packaging
- Special event management: wine tasting, promotions.
- Supplier liaison – marking materials, tasting notes, publication and coordination for key events and product launch.

### Futures Recruitment

Administration (Contract)  
July 2005 - February 2006 (8 months)

- Mercer Human Resource Consulting: Assistant Forms Management Coordinator: duties including established and maintained basic design/ specification criteria for superannuation forms, managed effective workflow from concept to finished output (electronic and print based superannuation forms).
- Insurance Australia Group: Administration - duties including general administration, customer service, filing

### Multimaya Pty Ltd

#### Administration & Graphics Support

October 2004 - July 2005 (10 months)

- Electronic and print based catalogue maintenance (including photography, image editing and printing).
- General office duties (customer service, invoicing, filing, stock management

### PT Bali Kharisma Samudra

#### Graphic Designer

2001 - 2002 (1 year)

Graphic Designer specialising in women's fashion, including US brand Spyderbilt.

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## Education

### Charles Sturt University

Bachelor of Information Technology · (2003 - 2005)

### TAFE NSW

Certificate IV in Entrepreneurship and New Business, Business · (February 2023 - February 2024)

### TAFE

Certificate IV in Interactive Multimedia · (2000 - 2001)

### Billy Blue School of Graphic Arts, Sydney

Advanced Diploma of Graphic Arts · (1996 - 1998)