

SARAH PALMER

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EMPLOYMENT

Owner

WPWebsites (January 2018 to Present)

- Designing and building service based and e-commerce Wordpress websites.
- Basic branding and logo if required or fitted to existing.
- Email, hosting and maintenance. Access to Cpanel and all backend.
- General training, advice and guidance on the website, domains, SEO, socials, marketing etc.

Housekeeper

Discovery Parks (Various times between December 2022 and September 2024)

- Working on my own to clean cabins and ablutions
- Good timekeeping skills – I have to manage my own time to get them done.

Kitchen Assistant

Nagambie Brewery and Distillery (Various times between October 2019 and May 2021)

- Preparing and cooking food, pot washing and cleaning.

Supervisor, DJ and Juke box deliveries

Mobydisc (Various times between October 2014 and April 2017)

- Djing, collecting money, delivering jukeboxes to private and public venues, setting them up and demonstrating them.

Create your taste chef, Barista and kitchen crew member

McDonalds (Various times between August 2014 and April 2017)

- Making burgers and coffee to order, taking orders and cash handling.

Client support coordinator

Isentia (July 2012 to March 2014)

- Supporting staff members by processing returns, compiling briefs and other administrative tasks.

Business Link Adviser Team leader

Business Link Business Support Adviser

Train to Gain Skills Broker

EMB LTD, UK (February 2007 to April 2011)

EMB LTD was the contractor that delivered Business Link, the UK governments no cost face to face business advisory support.

- Managing a team of 4 business advisers and one business support co-ordinator.
- Carrying out face to face organisational needs analysis, using a balanced scorecard type diagnostic, providing information and producing an action plan. Brokering when applicable.
- Liaising with local government and stakeholders and other interested parties to form partnerships that would benefit our clients. An example of this was that I gave a presentation on marketing at a HMRC event (HMRC is the UK equivalent of ATO).
- The county team was missing their targets. Having worked in telesales, I suggested that we cold called businesses to offer our services. I was the highest performing individual and my team was the highest performing team due to my idea and efforts

RELEVANT FORMAL QUALIFICATIONS

Diploma of Business Advisory – *Institute of Advisors* (In progress)

Masters of Information Management – *RMIT* (July 2019)

Certificate IV New Small Business – *Holmsglen* (January 2019)

Level 5 Leadership and management - *Institute of Leadership and Management* (June 2010)

Level 5 Diploma in Business Support - *Institute of Leadership and Management* (July 2009)

NVQ level 4 Business Advice & Skills Broker Standard – *Institute of Business Advisers* (July 2008)

Institute of Business Advisers (IBA) courses - (December 2006)

- Business Counselling skills, Finance, Strategy, ICT and Brokerage

Masters of Business Administration (Marketing) - *University College Northampton* (March 2005)