

Kate Pentreath

Professional Profile

Seeking position with more than ten years experience in data management whilst supporting management and staff through training, administration and support of health care industry systems

- Successful database design and implementation
- Successful data management
- Sound knowledge of the Microsoft suite of programs
- Achieving results independently and within a team environment. Meeting all deadlines and project goals
- Communicating with all levels of staff within current role. Able to prioritise and handle multiple tasks
- Keyboard skills – 80 words per minute with 98% accuracy

Experience

2008 – 2012 Beyond Medical Education (Formerly Victoria Felix) Bendigo

Information Manager and Systems Support

- Database Development
- Support and Management of Data
- National Minimum Data Set implementation
- Preparation of Reports
- Website Management
- Systems Training including Microsoft Office Suite
- Low level IT support

2004 – 2008 ACAS, Bendigo Health Bendigo

Wait List Coordinator/Project Manager and Systems Support

- Support and Management of ACAS Databases
Support and Management of ACAS Minimum Data Set
- Webmaster to the Electronic Commonwealth Funded Aged Care Wait List
- Database and Website Design and Implementation
- Staff Training and Support
- DHS Reporting
- Data Entry
- Policy and Procedure Management
- Waiting List Management
- Department Helpdesk for IT
- Document Imaging
- Quality

2003 – 2004	Commonwealth Carelink Centre, Bendigo Health	Bendigo
	Advanced Computer Clerk	
	<ul style="list-style-type: none"> ▪ Staff Supervisor ▪ Database Design and Implementation ▪ Support and Management of Carelink Centre Databases ▪ Support and Management of Carelink Minimum Data Set ▪ Quality ▪ Reception 	
2000 – 2003	Management Accounting, Bendigo Health	Bendigo
	Finance Computer Clerk	
	<ul style="list-style-type: none"> ▪ Budget Management ▪ Data Entry ▪ Training ▪ Management Accounting Reporting ▪ Database Design and Implementation 	
1995 – 2007	State and Federal Electoral Commission	Bendigo
	Temporary Staffing	
	<ul style="list-style-type: none"> ▪ Poll Manager ▪ Staff Manager ▪ Declaration Voting ▪ General Polling Duties 	
2000	Department of Human Services	Bendigo
	Administration Officer	
	<ul style="list-style-type: none"> ▪ Receptionist ▪ Data Entry ▪ Staff Administration Support 	
1999 – 2000	Thai International Airlines, Cargo	Tullamarine
	Cargo Administration Officer	
	<ul style="list-style-type: none"> ▪ Cargo Bookings ▪ General Office Administration 	
1998 – 1999	Coliban Water	Bendigo
	Revenue Services Clerk	
	<ul style="list-style-type: none"> ▪ Receptionist ▪ Accounts Receivable ▪ Debt Collection ▪ Data Entry ▪ Database Administration 	

1998 Bendigo Bank

Bendigo

Temporary/Casual Staffing

- Remuneration
- Data Entry
- Document Imaging
- Policy and Procedure
- General Administrative Duties

Education

2009 University of New England Partnerships

- Cert IV in Project Management

1997 Bendigo Regional Institute of TAFE

- Advanced Certificate in Office Administration

Castlemaine Secondary College

- Victorian Certificate of Education

Interests

Beach Volleyball

Reading

Cooking