



**RH**

**ROBYN HODSON**

**OFFICE MANAGER**

## OBJECTIVE

To contribute to Deery Consulting's continued success by fostering a professional, friendly, accepting, and inclusive environment.

## SKILLS

Highly motivated with the ability to multitask. Great time management skills and a passion for maintaining and growing relationships.

## EXPERIENCE

**OFFICE MANAGER • DEERY CONSULTING • FEB 2016 – PRESENT**  
Responsible for ensuring the seamless daily office operations. General office administration. Growing client relationships and confidence. Social media management. Bookkeeping tasks including payroll, accounts receivable & payable.

**OFFICE MANAGER • PIASENTE CONSTRUCTIONS • 2010 – 2020**  
Responsible for the smooth running of the office and administration. Handled bookkeeping tasks including payroll, accounts receivable & accounts payable.

## EDUCATION & QUALIFICATIONS

**DIPLOMA OF HUMAN RESOURCE MANAGEMENT • 2024 • NATIONAL TRAINING PTY LTD**

**DIPLOMA OF BUSINESS • 2024 • NATIONAL TRAINING PTY LTD**

**CERTIFICATE IV IN BOOKKEEPING • 2010 •**

## COMMUNITY INTERESTS

Outside the office I enjoy gardening & spending time with my family.



**DEERYCONSULTING**  
STRUCTURAL & CIVIL ENGINEERS

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