



Farrak Greville

- // OWNER, LADY MONDAY VIRTUAL ASSISTANT SERVICES
- // FREELANCE WRITER & CONTENT CREATOR
- // EXECUTIVE ADMINISTRATION SUPERSTAR
- // 2016 MOTHER & BABY MAGAZINE MOTHER OF THE YEAR

Profile



An accomplished and highly creative executive administrator, fundraising and event coordinator with 25+ years' experience supporting senior executives from Government, corporate and not-for-profit environments.

Contact

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Program Proficiencies

- ✓ Microsoft Office Suite
- ✓ Adobe Photoshop
- ✓ Adobe Illustrator
- ✓ Asana
- ✓ RMS
- ✓ ServiceM8
- ✓ Xero
- ✓ Various website CMS
- ✓ Eventbrite
- ✓ LinkedIn
- ✓ Mailchimp
- ✓ REDCap
- ✓ webPAS
- ✓ Touchstay

Skillsets

- ✓ Graphic design
- ✓ Creativity
- ✓ Green-hat thinking
- ✓ Multitasking
- ✓ Organisation
- ✓ Prioritisation
- ✓ Relationship development
- ✓ Troubleshooting

Relevant Training

- Workplace Aggression and Violence Education (WA Health)
- Speaking up for Safety (WA Health)
- Recordkeeping and Awareness Training (WA Health)
- Aboriginal Cultural e-Learning (WA Health)
- Accountable and Ethical Decision Making (WA Health)
- Recordkeeping Awareness Training (WA Health)
- 123 Magic & Emotion Coaching Accreditation
- Bringing Up Great Kids (Midvale Parenting Hub, Shire of Mundaring)
- Tuning into Kids (Midvale Parenting Hub, Shire of Mundaring)
- Circle of Security (Midvale Parenting Hub, Shire of Mundaring)
- Triple P Parenting (Midvale Parenting Hub, Shire of Mundaring)
- Mental Health First Aid Course (3rd Edition)
- Website Design and Copywriting for SEO (Alyka Pty Ltd)
- Mastering Adobe Illustrator & Photoshop (Prepress NetMedia)
- Cert II Business Administration (Central TAFE, Perth)
- Diploma Fashion & Textiles (WA School of Art, Design & Media)

Career Summary

2024-	Lady Monday Virtual Assistant, <i>Owner</i>
2022-	Private Properties, <i>Admin & Support Services Coordinator</i>
2021-2022	St John of God Hospital Midland, <i>Antenatal Outpatient Officer</i>
2020-2021	WA Dept of Health, Child & Adolescent Health Service, <i>Events & Promotions Officer - Research Education Program (L4)</i>
2020 (Jan-Aug)	Perth Children's Hospital, <i>Outpatient Clinic Officer – Gen Paeds</i>
2019 (Oct-Dec)	Perth Children's Hospital, <i>Outpatient Clinic Clerk – eReferrals</i>
2017-2019	Kidspot.com.au, <i>Freelance Writer and Content Contributor</i>
2018	Mamamia.com.au, <i>Freelance Writer and Content Contributor</i>
2018-2019	So Brave Ltd Model/Ambassador, <i>Fundraiser, Administrator</i>
2018	Shire of Mundaring, <i>Volunteer Administrator – Midvale Hub</i>
2012-2015	Bridging the Gap Inc. <i>Executive Assistant to the CEO</i>
2010-2012	Georgiou Group Pty Ltd, <i>Executive Assistant to the CEO & CFO</i>
2010	Child Australia, <i>Executive to the CEO (Contract Placement)</i>
2008-2010	Gerard Daniels, <i>Executive Assistant to Manager Mining Oil & Gas</i>
2007-2008	Flower Clothing, <i>Executive Assistant to the Managing Director</i>
2005-2007	WA Olympic Council & Commonwealth Games Assoc. WA, <i>Executive Assistant to Managing Director</i>
2003-2005	WA Symphony Orchestra, <i>Administrator Corporate Development</i>
2000-2003	VDM Group Corporate, <i>Receptionist</i>
1997-2000	Barrymores Pty Ltd, <i>Quality Control Office / Junior Assistant</i>

Value Offering

- Extensive senior-level administration, events and fundraising experience
- Exceptional attention to detail with proofreading experience, particularly pertaining to spelling and grammar correction
- Clever and captivating copywriting for numerous platforms across varying audiences with published content on Kidspot (2.3M reach) & Mamamia (5M reach)
- Fast and accurate typing speed of 78 wpm with 99.7% accuracy
- Microsoft Wonder Woman and all-round Office Superstar