

Resume of:

# Jessica Gray

18 Maneroo Way Ellenbrook

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## Skills Summary:

Estimating  
Insurance Underwriting  
Administration Assistant  
Reception  
Customer Service  
Inbound Call Center  
Service Coordinator  
General Office Duties.  
Pronto.  
Invoicing.  
Bill of Materials  
Bank Reconciliation  
Data Entry  
Accounts Receivable  
Accounts Payable  
Personal Trainer  
Punchfit Trainer  
Gym Instructor  
Food and Beverage Attendant (Caversham House (3 years 2002-2005, Sittella Winery)

## Education/Qualifications:

Graduated Year 12 Servite College 2000  
Bachelor of Education (Primary) ECU  
(Final unit incomplete 2005)  
Cert 3 & 4 In Fitness  
(Personal Trainer/Gym  
Instructor/Punchfit Trainer)  
RSA  
Working with Children Check  
Current Senior First Aid  
National Police History Check

## Availability:

Flexible Work Hours including weekends

## Employment History:

Employer: J.A.G Fitness

Date of Employment: March 2012 - Current:

Job Title: Personal Trainer / Owner / Sole Trader Duties:

Personal Trainer

Employer: Sandvik Mining and Construction

Date of Employment: October 2007 - March 2012 (Maternity Leave)

Job Title: Estimator/Costings Administrator

Duties: Put together costings for project tenders on a range of conveyor system components working from engineering data and technical drawings, meet customers' needs and project specifications, liaise with suppliers to gain competitive quotes and fastest procurement times, fast and accurate data entry ensuring a keen attention to detail and generate Bill of Materials

Employer: Shannons Insurance

Date of Employment: December 2006 - October 2007

Job Title: Insurance Underwriter

Duties: Inbound call center, quoting clients on motor and home contents insurance, establishing insurable risk, calculating premiums accordingly, setting and reviewing renewals, keeping efficient records and maintaining a high level of customer service.

Employer: O'Donnell Griffin

Date of Employment: June 2005 — December 2006

Job Title: Administration Assistant Service Coordinator

Duties: Using Pronto, costing of service jobs based on major and minor contracts, dealing with contracts managers via telephone and email, invoicing, bulk billing, general account queries, entering time sheets for all service technicians on a weekly basis into Pronto, running 'Works in Progress reports monthly and investigating, petty cash distribution and reconciliation, banking, entering monthly project progress claims and meeting monthly rollover deadlines.

## Referees:

Jody Cabalzar (Business Manager)

Ursula Frayne Catholic College

0408 231 194

Strachan Donald (Estimating Manager)

Sandvik Mining and Construction

0438 913 509