



KAREN STUNELL
Project Officer



Qualifications and Associations

- Graduate Diploma of Project Management (currently studying)
- Affiliate Member, Australian Institute of Project Management

Core Competencies

- Minor project support for research, investigation and implementation.
- Provided an efficient and effective administrative support service to senior management and committees
- Responsible for all financial reporting
- Managed monthly budgets
- Controlled debtors and creditors
- Ability to solve problems analytically
- Monitored and managed work flow and practices
- Managed and motivated teams of up to 30 to increase service and sales levels
- Ability to recognise and utilise individual employee strengths to increase productivity and motivation.
- Responsible for conflict resolution
- Recruited, trained and mentored staff
- Responsible for all resource allocation

Employment History

2007 – Present	Phoenix Project Management; Project Officer
2003 – 2007	Hoskin and Co, Finance and Marketing Manager
2000 – 2003	City Realty t/a East End Astoria, General Manager
1997 – 2000	Red Centre Resort, Assistant Manager

PHOENIX PROJECT MANAGEMENT

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