

Curriculum Vitae: Angela Henderson



Site Administrator

Experience, skills and corporate focus

Since mid 2008 Angela has been employed as a site administrator with CC Pines. She is responsible for a broad range of site administrative tasks including inductions, document control, record keeping, safety and environmental monitoring, stakeholder liaison, site-based procurement, stores control and site IT management. She has an extremely resilient approach and has won the respect of a wide range of site workers and clients alike. Her thorough approach allows the trade supervisors to manage the “technical” aspects of project delivery while having confidence that important administrative tasks are completed in a timely and accurate fashion.

Major projects

- ❖ Department of Defence – Office Accommodation and Entry Upgrade ([\\$1.7M Design & Construct](#))
- ❖ Department of Defence – Missile Test Facility Upgrade ([\\$1.2M Design & Construct](#))
- ❖ Department of Defence – FOSOW Explosive Storehouse ([\\$2.9M](#))

Career snapshot

2008 – Present: CC Pines Pty Ltd

Site Administrator

Responsibilities:

- ❖ Tender development
- ❖ Document management
- ❖ Invoicing
- ❖ Obtaining quotes
- ❖ Ordering materials
- ❖ Purchase orders

2007 – 2008: Frankipile Australia Pty Ltd

Receptionist / Administration Assistant

Responsibilities:

- ❖ Document management
- ❖ Customer service
- ❖ Call forwarding
- ❖ Costing allocation
- ❖ Accounts payable assistance
- ❖ General administration