

Curriculum Vitae: Sandra Barnard



Project Administration

Experience, skills and corporate focus

Since 2004 Sandra has been employed as a Project Manager/Process Manager with CC Pines Pty Ltd working for both the Insurance and Projects Divisions of the company. The Insurance Division carries out assessment/building repairs for a number of insurance companies including NRMA, CGU, GIO, Suncorp, AMP, Vero and CommInsure. Sandra undertakes a broad range of tasks including co-ordinating building repairs, scheduling/co-ordinating trades to carry out repairs, liaising with Insureds/trades/insurance companies, preparation of invoices, accounts receivable/payable, co-ordinating the work flow of the office, supervising staff, formulating work procedures, training staff, inductions, document control and record keeping. Sandra has strong supervisory skills and attention to detail. Her thorough approach results in repairs/projects to be completed successfully and on time.

Qualifications

- ❖ Certificate II in Accounting Procedures (Distinction) – TAFE 2003.

Major Projects/Accomplishments

- ❖ Co-ordinates/oversees approximately 5,000 insurance inspections/repairs to residences per year (approx \$8.6M per year).
- ❖ Assisted in the design of a customized database to track multi-disciplined small to medium projects (primarily used by the Insurance Division) (\$300K).
- ❖ Implementation of other IT innovations to streamline work flow.
- ❖ University of New South Wales – Kanga's House Child Care Centre Refurbishment (\$235K).
- ❖ Bureau of Meteorology – Tamworth Weather Radar Tower (\$800K).
- ❖ Department of Defence – Office Accommodation and Entry Upgrade (\$2M Design & Construct).
- ❖ Department of Defence – Missile Test Facility Upgrade (\$1.2M Design & Construct).
- ❖ Department of Defence – FOSOW Explosive Storehouse (\$2.9M).

Career Summary

- 2004 – Present:** **CC Pines Pty Ltd**
Project Manager/Process Manager
- 1998 – 2004:** **Gary Miller & Associates**
Administration/Accounts Manager
- 1991 - 1996:** **Department of the Premier, Economic & Trade Development (Qld Government)**
Administration Officer
- 1990 – 1991:** **Public Sector Management Commission (Qld Government)**
Executive Assistant to the Chair of the Commission
- 1989 – 1990:** **Minister for Education, Qld**
Personal Secretary
- 1984 – 1989:** **Various Qld Government Departments**
Executive Assistant
- 1983 – 1984:** **National Australia Bank**
Clerk