

Karen Harris

Community Development, Administrator,
Co-ordinator, Sales & Marketing

Aiming to build the future of my community with honesty, integrity, trust and complete enthusiasm



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WORK EXPERIENCE

Secretary	Attorney-General's Department, Canberra
Executive Assistant	Partner, Street Thompson & Co, Accountants
Executive Assistant	Deputy Director of Public Prosecutions, Canberra
Marketing Assistant	Institute of Criminology, Canberra
Executive Assistant / Sales Exec	MiTek Australia Ltd
Product Development Rep	Help Industries
Executive Co-ordinator	Gateway Upgrade Project
Field Interviewer	Australian Bureau of Statistics

SKILLS & COMPETENCIES

Resilience

Goal oriented

Leadership

Persistence

Co-ordination

Turning ideas into outcomes

Connecting people with opportunities

Energising people & places

Long-term thinking, future focused

KEY ACHIEVEMENTS

COMMUNITY PARTICIPATION

- President Beachmere Area Network Group
- Tutor/Program Co-ordinator U3A Beachmere
- Committee Member Beachmere Sesquicentenary Celebrations
- Spearheaded Council discussions for the regeneration of a community asset
- Instigated weekly JP Witnessing Desk and Roster in a local community
- Called on to represent elected officials at commemorative events (ANZAC Day)
- Organiser of local Art Exhibition and Art & Music Festival
- Personal assistance to marginalised and vulnerable community members (i.e. transport to appointments, advocacy, lobbying)
- Organiser of special occasion community events such as Australia Day Picnic, Christmas Carols etc.
- Compiled regular community calendar of events
- Recipient of a Longman Volunteer Award
- Guest Speaker at Community Groups

JUSTICE

- Worked in roles within the Attorney-General's Department in Canberra and the Institute of Criminology
- Led a delegation to the Police Minister for an increased police presence

INDUSTRY

- The duplication of the Gateway Bridge and Motorway was a gigantic project in Brisbane's construction history
- Played an integral role in ensuring administrative tasks were completed on schedule

MARKETING

- Identifying market trends, supply gaps, costing of products and introducing product/s to the marketplace

STATISTICS

- Gathered statistics on health, family, socio-economics, ATSI health and wellbeing, employment etc. all of which is used by the Reserve Bank and major Government bodies and organisations

CERTIFICATES & QUALIFICATIONS

Bachelor of Arts, Secretarial Studies (Majoring in Communications)

Certificate III & IV Marriage Celebrancy

Cert III Fitness - Fitness Leader, Group Exercise and Pilates Instructor

Justice of the Peace (Qual)

Senior First Aid and CPR Certificate