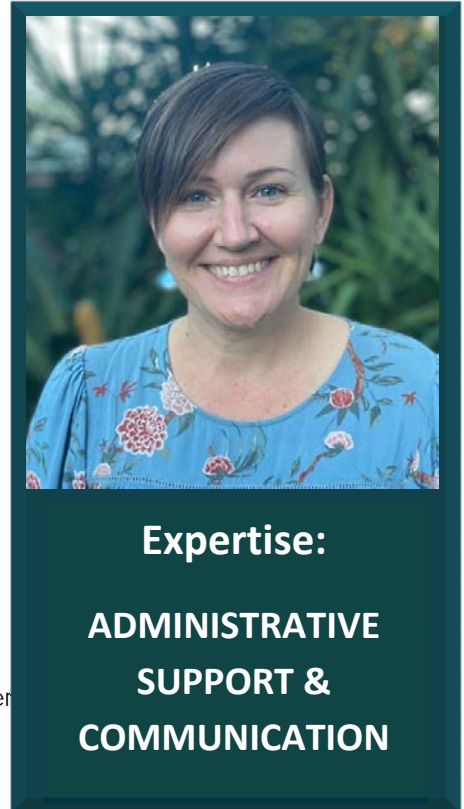


Chani Barrett

Title	Medical Administrator
Years of Experience	13
Qualifications	<p>Suicide Prevention in Occupational Rehabilitation Drug and Alcohol First Aid Introduction to Motivational Interviewing Empowering Conversations Certificate Diploma of Leadership and Management Certificate IV in Career Development Certificate III in Business Administration Queensland Certificate of Education</p>
Previous Employment	<p>2014 - Current Career Shift – Return to Work & Operations Manager</p> <p>2008 - 2014 Pine Rivers Private Hospital – Executive Assistant / Consulting Suites Manager / Front Office Manager</p> <p>1999 - 2005 Suncorp Bank – Team Leader / Lender</p> <p>1997-1998 Australian Automatic Systems – Administration Officer</p>



Key Skills Consultation, stakeholder relationship development, coaching and mentoring clients and small teams, scheduling and workflow coordination, document management, process improvement.

Career Overview

13+ years' experience in delivering high-level administrative support and advice, with demonstrated ability to effectively manage finance, human resource, safety and quality compliance, and stakeholder relationships. Exceptional interpersonal skills with the ability to deliver clear communication through values driven feedback and engagement. With 10+ years of team leadership and management experience, Chani has worked to implement policy and procedures to ensure compliance with accrediting bodies, training protocols for new staff and data analysis.

Chani is professional, caring, and empathetic with an ethical approach and strong moral compass. Her ability to guide and influence is of an exceptional level, as she listens for objections and hesitation, foresees concerns, and mitigates before they present. Her attention to time management, accuracy of detail and courtesy are outstanding and these principles always underpin her work.

