

MABEL HAYLES

c/o Perth Western Australia, momhayles@hotmail.com

OBJECTIVE

Human Resources, People Management and Electronic Filing Systems.
Immigration, administration and organizational
Public Relations and people liaison.

CAREER SUMMARY

I have a broad experience in People Management, Secretarial and Organizational positions in office environments for a cross-section of organizations in Australia and overseas. This includes working in HR and people placement roles in Australia, as an Events Coordinator and Liaison Person. Also as a delegate interface for the Secretariat at the World Trade Organization, Public Relations at the World Table Tennis Tournament and the position of Housing and Office Coordinator in a large multinational oil company and Census Area Supervisor.

SKILLS INVENTORY

- Recruiting, Selection and Training of complete job team.
- Excellent People Relations - administrative and organizational skills.
- Assessment and management of location and accommodation needs.
- Design, organize, compilation information and problem solving.
- Conflict resolution, strong communication, interpersonal skills.
- Good familiarity with Microsoft Office Tools including email, word processing and documents scanning and organizing.
- Excellent telephone support and follow up to job completion.

EMPLOYMENT HISTORY

2010: Year of absence during overseas assignment in Japan
Yokohama, Kanagawa Pref., JAPAN

- Travel and exposure to the Japanese lifestyle and culture, husband on overseas project assignment.

2008-2009: Immigration Solutions Australia, Subiaco, Australia
Recruiting - Administrative

- Processing of employment applications for overseas recruitment.
- Electronic setup of recruitment files, signed offer of employment, visa, CV's work and language proficiency evidence.
- Coordination with client representatives and deployment logistics.

2007: Year of absence during overseas sabbatical in England
Reading, Berkshire, UK

- Travel and exposure to the British lifestyle and culture, husband on overseas engineering assignment.

2006: Australian Bureau of Statistics, Perth, Australia
National Census of Population and Housing

- Area Supervisor and Coordinator.
- Team recruiting, selection, training, support and problem resolution.

2005: ConocoPhillips, Qatar
Accommodation and recruitment placement

- Housing and Office Coordinator, Oil & Gas new arrivals.
- Receiving new clients, interface with service providers.

June 2005: Doha Asian Games Organizing Committee, Qatar
General administration and accommodation

- Coordinator – Apartment Towers Accommodation.
- Conflict resolution, inter-team meetings, preparation of policies.

2002 – 2004: Occasional Activities with Government Bodies, Qatar
General administration and organization

- 2006 Doha Asian Games – Public Relations Officer.
- World Trade Organization – Program Facilitator and Information to Attendees, including Public Relations and Multi-cultural Staff Team Lead.
- Doha Masters Golf Tournament – scoring and liaison for competitors.
- World Table-tennis – team support coordinator.

1999 – 2001 American School of Doha, Qatar
After School Activities Coordinator

- Coordinator of activities and events involving parents and teachers. Organizer of inter-schools sport tournaments. Research in the community for best possible options for the program.

1993 – 1998 Mission Australia. Perth, Australia
Accommodation Support Worker

- Property management, organized maintenance, collects the rent, write property reports. Assess client suitability and monitor progress. Liaison other agencies and institutions.

1991 – 1992 Minemap Engineering. Perth, Australia
Computer Secretarial

- Data-entry, secretarial and translation work

EDUCATION

- 2006 WA School of Management & Business, TAFE W. Australia**
- Diploma of Business (Human Resources).
- 1999 University of Edith Cowan Perth, W. Australia**
- Bachelor of Social Science (Sociology) [Partial].
- 1996 – 1998 Government Community Training Perth, W. Australia**
- Group Work, Interpersonal Skills, Conflict Resolution.

SPECIAL AREAS

- Languages: English and Spanish

INTERESTS

Walking, swimming, travel and people dynamics.

REFEREES

- 1) Nora Sidoruk, OSKA Director
oskatour@inet.net.au
- 2) Chris Desousa, Legal Practitioner/Migration Consultant
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