



TESS NTOUMENOPOULOS

ADMINISTRATION AND COMMUNICATIONS OFFICER

PROFILE

Tess graduated with a Bachelor of Arts (Mass Communications) from Curtin University in 2021. With a flair for writing and comprehensive knowledge of Adobe Creative Cloud, Tess assists the FAR Lane team with curating and editing important documents. She has extensive experience in presentations and communications, as well as illustration and report creation.

Utilising her strong organisational and interpersonal skills, Tess supports FAR Lane and its clients by aiding in the facilitation of projects and providing project management support.

KEY EXPERTISE

MANAGEMENT – Ability to manage multiple projects simultaneously, multi-tasking and re-prioritising as needed.

COMMUNICATION – Strong verbal communication and writing.

PLANNING – Forecasting project timelines and potential project challenges to ensure the FAR Lane team can meet deadlines.

RECENT EXPERIENCE

- Peel Human Capital proposal - Peel Community Development Group - 2021
- Hybrid Solar Eclipse Visitor Capacity - Tourism WA - 2021
- Armadale City Centre Investment Framework proposal - City of Armadale - 2021
- Strategic Plan - Mid West Development Commission - 2021

CONTACT

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 www.farlane.com.au

CORE TECHNICAL SKILLS

- Project facilitation
- Project management support
- Review and quality assurance of deliverables
- Critical thinking
- Problem-solving

SOCIAL

LINKEDIN:

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