



# JO FARELLO

## VIRTUAL EXECUTIVE ASSISTANT

### CONTACT

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[www.fiddlythings.com.au](http://www.fiddlythings.com.au)

### EXPERTISE

- Executive Management
- Client Liaison
- Secretarial Services
- Administration
- Transcription
- Event Planning
- Travel Coordinator
- Proofreading
- Newsletter Campaigns
- Social Media & Blogs
- AccessAlly

### INTERESTS

- Meditation
- Yoga
- Holistic Health
- Aromatherapy
- Travel
- Blogging
- Music
- Movies

### EXECUTIVE SUMMARY

I am an experienced Executive Assistant with a lifetime of varied skills, having worked in Government and the private sector for over 20 years. I have now taken those skills into my own Virtual Executive Assistant business called **FIDDLY THINGS**.

My skills are ever-evolving to meet the requirements of my virtual clients and I offer reliability and professionalism with the focus on communication & time management. My business is all about your business and your success is my goal.

### CAREER SUMMARY

#### VIRTUAL EXECUTIVE ASSISTANT

**Fiddly Things**

*March 2020 - present*

***Sole Trader Virtual Assistant***

#### EXECUTIVE ASSISTANT

**Victorian Government Solicitor's Office**

*2007 - 2016*

***Executive Legal Assistant to Victoria's Crown Solicitor & Deputy***

#### EXECUTIVE ASSISTANT

**Australian Government Solicitors**

*2002 - 2005*

***Executive Legal Assistant to Chief Counsel & Senior Advisor***

#### RECEPTIONIST / SECRETARY / PARA-LEGAL / TRAINER

*1995 - 2002*

***Mixed roles in a variety of offices and law firms***

### EDUCATION

#### CERTIFICATE IV TRAINING AND ASSESSMENT

*Plenty Training 2015*

#### DIPLOMA OF MANAGEMENT (ADMINISTRATION)

*Selmar Institute of Education 2014*

#### CERTIFICATE IN EVENT MANAGEMENT

*The Institute of Commercial Management 2012*