

CURRICULUM VITAE

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CAREER HISTORY:

December 2001 to
(on-going)

- Casual legal transcriptions (**Dictaphone**) – Mr. Richard Maurice, **Family Law** Barrister
- Part-time Administration Assistant – **Interplas Australia Pty Ltd**
 - Data entry – prospective clients
 - Outbound telephone calls to clients
 - Promotional mailing preparation
- **Freelance** Italian/English Interpreter/Translator
 - Courts, doctors' surgeries and commercial negotiation interpreting
 - Translation of legal documents, IT manuals and promotional materials
- Italian language teacher – HSC students.

07-06-2004 to 13-08-2004

- Temporary Assignment - Part-time (job share) Secretary/Administration Assistant – Assessment Clinic for Children with Disabilities, Royal North Shore Hospital.
 - Dictaphone transcription of lengthy medical reports prepared by six Child Psychologists

QANTAS AIRWAYS LIMITED: July 1981 to December 2001

Sept. 1991 to Dec. 2001

- Executive Assistant to General Manager (CEO/Coy. Sec.)
Superannuation – **Qantas Superannuation Limited (QSL)**
- Coordination of quarterly QSL Board and Investment Sub-Committee Meetings (including Board luncheon) and bi-annual Report to Qantas Airways Limited Board
 - Confidential Secretarial support to General Manager
 - Assistance to team of 14 as time permitted, particularly to Senior Adviser responsible for legal aspects of Superannuation
 - Confidential filing for GM and up-dating of legal library
 - Travel arrangements for GM, Admin. Mgr and Board Directors
 - Coordination of Board Director attendance at Superannuation seminars and training
 - Responsibility for Dept stationery, facilities and catering
 - Annual Leave/RDO roster monitoring

	<ul style="list-style-type: none"> Data entry – change in situation advices – 30,000 members
March 1990 to June 1991	Executive Secretary to General Manager Marketing
July 1989 to March 1990	Executive Secretary to Director of Marketing Operations
July 1985 to July 1989	Executive Secretary to Director of Sales and Field Services
July 1981 to July 1985	Secretary to Industrial Relations Director
July 1981	Joined QANTAS AIRWAYS LIMITED
1968 to June 1981	Various positions with Australian companies and 6 years of experience working with a textile/clothing manufacturer/exporter in Italy.

EDUCATION/TRAINING CERTIFICATE COURSES:

- Training Course for the Management of the Data Bank on Employment Opportunities – Italian Government Department of Labour and Social Policies – Qualification obtained: Knowledge Manager
- Basic/Intermediate/Advanced Certificates in Microsoft Word
- Accreditation from National Accreditation Authority for Interpreters and Translators (N.A.A.T.I) as Professional Translator/Interpreter - English > Italian > English.
- Excel Training
- Superannuation Data Base Training.
- Advertising Certificate course at Gore Hill Technical College - part-time.
- Management Development for the Executive Secretary and Executive Assistant, Institute of Administration, University of N.S.W.
- H.R.I.S. – Human Resources Data Base Training
- Higher School Certificate Advanced level Italian - Private study.
- **Advanced Secretarial Diploma** - St. Patrick's Business College, Sydney – Shorthand/Typing/Administration.
- School Certificate, Monte Sant'Angelo College, North Sydney.

PROFESSIONAL ASSOCIATIONS

- Member Australian Institute of Office Professionals
- Member Australian Institute of Interpreters and Translators

INTERESTS:

- Current affairs, reading, crosswords in Italian and English and Internet research.

REFERENCES:

On request.