



**HARVEST**  
PROPERTY

GPO Box 3336 Brisbane QLD 4001

## CURRICULUM VITAE

# ANNETTE STEVENS

MOBILE: 0450 075 080

### PERSONAL DETAILS

### **Annette Stevens**

### VOCATIONAL DESCRIPTION

Office Manager

### QUALIFICATIONS

Real Estate Agents Representative Certificate (Victoria)  
Real Estate Sales Representative Certificate (QLD)

### PREVIOUS EXPERIENCE

Guardian Property & Asset Management – National Finance & Trust  
Accounts Manager  
Bell Real Estate – Office Manager  
Stockdale & Leggo Pty Ltd – Office Manager  
Bunnett & Bassal (Accountants) – Assistant Accountant  
JK Henderson & Assoc (Accountants) – Assistant Accountant  
Veal Partners (Accountants) – Assistant Accountant

### PERSONAL ATTRIBUTES

- 11 years of residential Real Estate Experience
- 14 years of Accountancy Practice Experience
- Thorough knowledge of Trust Accounting requirements
- Thorough knowledge of PAMD Act
- Thorough knowledge of Residential Tenancies Act
- Bookkeeping
- Knowledge of a wide variety of computer software packages
- Financial Management
- Computer IT
- Office management

### OTHER AFFILIATIONS/INTERESTS

Computers, Reading, Dancing

Annette's specialty is in the area of finance/office management with particular skills in property management, financial and auditing requirements. In addition to this Annette has the ability to maintain and develop professional relationships with a wide variety of stakeholders and clients including Senior Management, Board Members and Investors. Previous experience has included; extensive management skills incorporating leadership and staff management involving supervision of teams, staff training and development, recruiting and mentoring; accounting knowledge focused on accounting standards, financial reporting, budgeting and forecasting, management reporting and financial analysis.