

Kate Shedden

Personal summary

Kate is *insideEDGE*'s Business Administrator overseeing the general office administrative functions for both the Melbourne and Adelaide offices, including bookkeeping, liaising with clients and service providers, and assisting the *insideEDGE* team to deliver a range of projects. Kate is also experienced in project and contract management, and event planning and delivery.

Prior to joining the *insideEDGE* team, Kate worked as an Executive Officer for her local Bendigo Community Bank and volunteered as Chair of a local not for profit childcare centre. Previously she has worked for the Victorian State Government as Contract Manager for the Docklands Film and Television Studios Project and as a Consultancy Project Manager for the University of Melbourne.

Qualifications

- Deakin University - Bachelor of Commerce (Management) (2003)
- Box Hill Institute - Advanced Diploma of Business (Public Relations) (2001)
- Box Hill Institute - Associate Diploma of Business (International Trade) and Certificate in Export Practice (1999)

Core Skills

- Project management
- Contract management
- Bookkeeping
- Financial reporting
- Stakeholder relationship management
- Policy development
- Business analysis and development