

# STAFF PROFILE



## ROBYN RICHARDS



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## KEY SKILLS

- \* Business development
- \* Customer service and sales
- \* Building relationships
- \* Project management
- \* Logistics and budgeting

## CURRENT ROLE

### **Business Development Manager Arabana Builders Pty Ltd**

2022 - current

- \* Develop relationships and build networks
- \* Customer service and sales
- \* Identify business growth opportunities
- \* Manage projects as needed

## EXPERIENCE

### **Distribution Manager & Warehouse Manager G&R Wills**

2016 - 2022

- \* Grew capacity of business by more than 600% in 2.5 years
- \* Management of employees, budgets and end-to-end processes
- \* Customer contact at all stages of buying process
- \* Met and exceeded KPIs

### **Receptionist & CEO Assistant Arnhem Land Progress Aboriginal Corporation**

2015 - 2016

- \* Customer service
- \* Workplace asset and facilities management
- \* Travel, purchasing and research

### **Owner & Operator Ronnie's Cleaning Services**

2007 - 2015

- \* Manage all aspects of the business including a multi-site team
- \* Oversee workplace health and safety requirements
- \* Customer service, marketing and sales
- \* Maintain standards and monitor customer satisfaction.