





Katrina Edwards

Contracts Officer

 (07) 4999 2803
 katrina.edwards@fba.org.au

Katrina has been a part of the FBA team for seven years. In this time, Katrina has developed an intricate knowledge of operational and governance systems, providing a strong source of support for the team.

Prior to working with FBA, Katrina held positions in administration and property management sectors and this has seen a determined, collaborative and organised approach brought to her work.

Katrina prides herself in finding solutions. Passionate about enhancing efficiency to allow on-ground staff to spend more time and resources where it is truly needed, Katrina actively looks for opportunities to improve organisational documentation and processes.

Experience

Contracts Officer

Fitzroy Basin Association (2011-2018)

Manager

Parkhurst Motel and Van Park, Rockhampton (2007-2011)

Property Manager

The Professionals, Emu Park QLD (2004-2007)

Administration Manager

The Professionals, Emu Park QLD (2001-2004)

Skills

- Contract Management
- Interpersonal Communication
- Customer Service
- Client Record-keeping
- Staff Liaison and Support
- Time Management
- Procurement and Financial Systems Management
- System Integration and Implementation
- Operational Database and Systems Knowledge
- Property and Facilities Management

Community Contributions

Uniting Care Kinship Worker

Providing respite care to children in foster care

 07 4999 2800

 admin@fba.org.au

 fba.org.au

 Level 1 80 East Street Rockhampton

 PO Box 139 Rockhampton Qld 4700