

Hello all,

All of you would know Andrew from your dealings with Hobbs & Assoc. The majority of you probably also know Gaye, but you may not be aware of Gaye's qualifications. Here is her bio.

Gaye was born in Wondai. After completing Year 12, she secured a full time job as a junior secretary at Roberts, Mason & Co, solicitors, working her way up through the ranks to becoming a legal secretary. In 1998 she moved to Brisbane with Andrew so he could complete his studies and obtained a position as legal secretary in the insurance division of DLA Phillips Fox (one of the top 5 multi-national law firms in Australia). Although loving the city life, Gaye always thought if she had children, it would be ideal to bring them up in the country, preferably Wondai.

So after having 3 children, the time was right to move back.

While working at Phillips Fox, Gaye completed a Certificate III in Business – Office Administration.

Gaye has recently renewed her qualification as a Commissioner for Declarations which allows her to witness signatures in a similar way to a Justice of the Peace, with certain limitations.

Whilst working in law firms since leaving school, Gaye has gained valuable knowledge and skills in word processing, all facets of office equipment, customer relations, and generally how an office works to maximize its effectiveness.

Currently, at Hobbs & Assoc, Gaye has helped develop our paperless office systems to facilitate electronic storage of documents, easy access to past records, hyper linking of related documents and many other time saving initiatives. She has created standard letter templates, internal account documents and written procedures for office administration duties.

If you think your home office or business office can be improved by utilizing Gaye's skills, please call or email us at Hobbs & Assoc.