

MEDIA RELEASE

Monday 8 May 2017

ANDREA BOLTE NAMED ADMINISTRATIVE PROFESSIONAL OF THE YEAR

The 8th annual Administrative Professional Breakfast brought over 200 local people across Portland together to celebrate the hard work of our unsung heroes; Administrative staff.

Glenelg Shire Council's Executive Assistant Andrea Bolte was announced as the 2017 South West TAFE Administrative Professional of the Year at the Administrative Professional Breakfast coordinated by United Way Glenelg.

Andrea was recognised for her attention to detail, professional manner and diligence in all work efforts. Andrea said that the award was a great recognition of the ongoing teamwork she shares with her colleagues at the Glenelg Shire Council.

"I was delighted to be nominated, and I am both humbled and excited to be announced as the Administrative Professional of the Year," she said.

"I have been working at the Glenelg Shire Council for 33 years, starting as a senior typist, a role which no longer exists due to the advances of modern technology.

"In my time at the Glenelg Shire I have worked for eight Chief Executive Officers and I find that every day it is interesting, you never know what will pop up and it is exciting to help the organisation and community in many ways.

"I'm a born organiser – I love nothing more than organising the CEO's day and I feel a great sense of achievement with assisting the leadership team and staff members."

Andrea also passed along some words of wisdom to other industry co-workers and aspiring professionals.

"I think our guest speaker got it right this morning when she discussed the importance of having a passion, using your skills, and being resilient and determined will help bring you rewards," she said.

"Sometimes work isn't easy, but there is a sense of achievement when you reach your goal and that's what keeps you striving to achieve more."

The morning also featured a presentation from guest speaker Rebecca Maddern, co-host of Channel Nine's iconic program The Footy Show.

Rebecca discussed the makings of her career, using her triumphs and setbacks to inspire others to continue to pursue their goals and ambitions.

"There isn't actually a career path that is laid out for you, you can choose your path and go anyway you want," she commented.

“Never ever would I have dreamed when I was handing out chips and coke [in my role as promotional assistant at Triple M], that I would one day be the co-host of the AFL Footy Show.

“Opportunities do come from the strangest places...and sometimes you do just have to say yes. There is nothing worse than watching someone else take the opportunity that you said no to.”

2017 South West Administrative Professionals nominees were Robyn Meade - Kyeema Support Services, Alexandra Inman – SWTAFE, Anna Vaughan - Asset Real Estate, Sonia Shelton - Portland District Health And Angela Arnold – Port of Portland

Event Sponsors: Committee for Portland, South West TAFE, Portland Observer, Portland Amcal Pharmacy Quest Apartments Portland, Port of Portland, Seawinds Nursery, Seaview Real Estate, Edwards Waterfront Restaurant and café, Portland Floral Art Club, Kellie Edwards Photography, Lions Club of Portland and Les Horovitz voice over.

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