

## ***MEDIA RELEASE***

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### **Nikki recognised for outstanding work at breakfast**

At 22 Nikki Rankin has a lot on her plate, managing three offices in Portland, Warrnambool and Terang, but her efforts haven't gone unnoticed.

Ms Rankin has been named Administrative Professional of the Year in a competition to celebrate the 'unsung heroes' of local workplaces.

Ms Rankin was also the youngest of the finalists in the competition.

The competition was run by United Way Glenelg in conjunction with South West TAFE.

Ms Rankin is Practice Manager for Silvan Ridge Business Advisers and is responsible for managing the day-to-day running of all three offices, assisting the board of directors, HR, organising team and directors meetings and managing accounts and training.

Ms Rankin completed her Certificate III and IV in Business with South West TAFE in 2011 and has been with Silvan Ridge for four years.

Her work is highly valued in her workplace.

In the nomination form, Ms Rankin was described as a "highly dedicated employee" who drives a progressive and positive work environment.

"Nikki's impeccable administrated skills and abilities are second to none," her nominees wrote. "Nikki leads by example and is extremely motivated, consistently setting a high standard of excellence in the office. Nikki has just turned 22 and displays a maturity far greater than her age."

Ms Rankin also played an integral role in the acquisition of two accounting firms by the group in the past two years and their integration into the business. She also played a key role in systems integration through this process.

Ms Rankin said the recognition was a surprise but very welcome.

"Some people might say you just work in admin, but it's nice to know that people recognise your contribution to the business," she said.

"I knew I was nominated but was quite surprised to win. I've just turned 22 and was the youngest of the nominees and thought I had some tough competition."

Ms Rankin said the South West TAFE course had given her the skills to start in the workforce and Silvan Ridge had helped her to advance further.

"I started as a receptionist and felt the TAFE course had given me all the right technical skills to apply to the job, and since then I've been lucky to be in a workplace that encourages growth."

The Administrative Professional of the Year award was announced at a breakfast in Portland on May 1.

For more information contact Nicole Angelino on 0410 513 305 or via email [mail@unitedwaygleneig.com.au](mailto:mail@unitedwaygleneig.com.au).

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