



## BIOGRAPHICAL DETAILS

Karen Glass is a Professional Administration Consultant who works with medium enterprises to provide Executive Project and Office Management Services.

Karen Glass has been working within a broad range of industries for the past 13 years, specifically with skills in the area of project management, business development and marketing.

Karen's experience and knowledge of organisational and time management alongside exceptional customer service skills epitomises her work ethic and standards, providing a high standard of communication with clients at all times.

Karen's career began in Teaching and evolved into office and project management where she worked on a variety of projects at the University of London for three years. On her return to Melbourne she was able to utilise these skills and has worked within businesses developing strategies, organisational management plans and ways to increase productivity.

Karen began her own business ***Time Well Spent*** in 2009 and has been assisting Business Owners, Coaches and Practitioners collectively on developing successful business and marketing strategies, as well as assisting them to get time back to grow their business, through expert Administration services.

### KAREN GLASS PROGRAM MANAGER

#### Qualifications & Memberships

Diploma of Teaching – Early Childhood  
Certificate in Human Resource Development  
Certificate IV in Small Business  
Certificate IV in Business Administration

#### Areas of Expertise

Business Automation  
Administration  
Business Planning  
Business Management  
Organisational Development  
Customer Service  
Human Resource Management

