

# AMANDA A. DE CARVALHO

Lakeland, Queensland 4871 Australia |  
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35 years-old, Female

## EDUCATION

- 2024 FNS40222 Certificate IV in Accounting & Bookkeeping, TAFE Queensland, Gold Coast, Australia.
- 2024 Microsoft Excel - Excel from Beginner to Advanced, Udemy
- 2023 Graduate Diploma in Audiovisual Translation – Instituto Phorte De Educação Ltda. São Paulo, Brazil.
- 2022 Translating Skills for NAATI Certification – RMIT University, Adelaide Australia.
- 2018 Payroll Administration, Short Course, Applied Education
- 2017 Cambridge English Level 5 Certificate in Teaching English to Speakers of Other Languages (CELTA) (QCF) – Pass Grade A – Cambridge English Language Assessment International House Sydney, Australia.
- 2013-2017 Bachelor Degree: Letters – Portuguese and English Languages and their Respective Literatures – State University of Ponta Grossa – Parana, Brazil.
- 2021 PTE Academic – Cairns, AU – Overall Score 77
- 2013 CAE Cambridge Advanced English – Brazil, PR – Level C1
- 2009 IELTS Academic – Australia, QLD Cairns – Overall Band Score 6.0 - Level B2
- 2007 Teacher's Course: English Literature – CCAA São Paulo, SP Brazil
- 2007 Advanced English – CCAA São Paulo, SP Brazil
- 2005-2006 Advanced English – Aliança Brasil Estados Unidos São Paulo, SP Brazil
- 2004-2006 Spanish – CEL – Centro de Estudo de Línguas São Paulo, SP Brazil – 480 hours Level I-IV
- 2004 Administrative Role Training – Centro Social Padre Cícero Romão, São Paulo – SP Brazil – 80 hours

## WORK EXPERIENCE

- |                                 |   |
|---------------------------------|---|
| September 2017<br>until Present | <p>Human Resources Officer &amp; Bookkeeper, <b>Red Valley Farms</b>, Lakeland QLD Australia</p> <ul style="list-style-type: none"><li>• Implementation and management of Payroll &amp; Accounting Software (from Reckon Accounts Hosted to XERO &amp; QBO)</li><li>• Accounts payable &amp; receivable data entry, preparation and processing payment</li><li>• Bank &amp; Accounts reconciliation, weekly, monthly and yearly tasks</li></ul> |
|---------------------------------|---|

- Training and overseeing admin office staff
- Management reporting
- Enter and manage staff data in Xero, QBO and Reckon Accounts Hosted
- Process payroll weekly for 150 staff (hourly, salary and piecework)
- Process Single Touch Payroll
- Create, review and maintain staff onboarding contracts and forms
- Review and Process payroll tax monthly
- Review and Process superannuation guarantee payments monthly
- Prepare, monitor and input payroll budget
- Staff recruitment & onboarding
- Staff attendance time clock software & device implementation and management
- Manage PALM Scheme recruitment, onboarding and mobilization of staff
- Staff pay rates review and management
- Support PALM Scheme staff with tax return, super for departing residents, financial and banking management, set up Australian bank account
- First Aid responder
- PALM Scheme staff welfare & wellbeing officer
- preparation and processing of Private Health Insurance Claim for PALM Scheme staff
- Liaise with employees about their queries regarding payroll and employment matters
- Create, implement and input data on payroll calculation worksheets on excel for hourly and piecework agreements
- Create and monitor salary package and loaded rates for staff
- Set up and monitor salary sacrifice, time off in lieu and rostered day off
- Manage and order catering supplies for staff lunch/dinner
- Create and monitor catering budget

January 2013 –  
September 2017

English Teacher, ***Cultura Inglesa*** Ponta Grossa Parana Brazil

- Teach English to children, teenagers and adults.

Cambridge Oral Examiner YLE (Young Learners Starters, Movers and Flyers) KET and PET at Cambridge English Language Assessment.

July 2016 –  
September 2017

English Teacher, ***Idiom House Carambei*** Ponta Grossa Parana Brazil

- Teach English to children, teenagers and adults.

April 2009 – April  
2012

Secretary, ***Swiss Farms*** - Australia, QLD Cairns

- Responsible for assisting HR Officer, stock take and ordering, projects and assisting Farm Managers as required.

April 2008 – April  
2009

Trainee, Australian & International Agricultural Exchange in ***Swiss Farms*** Australia

- Packing Bananas and performing quality control

January 2006 - English Teacher, **CCAA São Paulo, SP Brazil**  
March 2008

- Teach English to children, teenagers and adults.

January 2006 – English Teacher & Private Tutor, **Amanda & Luanda English School** in São Paulo, SP  
March 2008 **Brazil**

- Private English Lessons to children, teenagers and adults.
- School Tutoring and Support