

ADMINISTRATIVE PROFILE

Name Wendy Freimayer
Position Executive Assistant
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BUSINESS EXPERIENCE AND PROFILE

2006 – Present Ashington Group Holdings Pty Ltd
Position: Executive Assistant



PERSONAL SUMMARY

Wendy commenced her career in 1990 working in Account Administration in the General Insurance sector until 1997 when she changed her profession to the Funds Management and Financial Planning sector. Wendy was Executive Assistant to the State Manager of Perpetual for twelve months before having children. She then spent five years fulfilling a Managerial and Administrative role in a boutique Financial Planning business.

Wendy has been working as Kent's Executive Assistant since March 2006 and has an all encompassing role of Personal Assistant, Group Liaison, Financial and Project Assistant as well as General Administration duties.

Wendy enjoys the challenge of making sure all aspects of the office and projects run as smoothly and efficiently as possible.

Juggling her work and family responsibilities Wendy still finds time to activity assist in the community and enjoys her family's many sporting and musical activities.