



## Katherine Beare

office manager & accounts coordinator.

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Every solid team requires good administration and Katherine provides that for Mesh.

With over 14 years of professional experience within administrative and management roles across various industries, she has an in-depth understanding of what is needed to keep everyone happy, keep the office running smoothly, as well as keeping on top of accounts; and she does it all whilst remaining calm at all times.

**education.**

+ Certificate IV in Accounting and Bookkeeping (in progress)

**employment.**

+ 2018 – Mesh, Office Manager & Accounts Coordinator

+ 2016 – EPPH (UK), Office & Accounts Manager

+ 2013 – Knight Frank (UK), Office Manager & Marketing Communications Coordinator

+ 2008 – Whistler Blackcomb (CAN), Guest Services Supervisor

+ 2006 – Centre For GI Health, Medical Receptionist

**key specialisations.**

Since starting at mesh Kat is responsible for:

+ Administration

+ Accounts Payable

+ Office Management

+ Customer Service

# mesh

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