

Kristy Judd

Administrative Assistant



"I am passionate about learning and growing: looking beyond just the 'here and now' and realising what could be. I am inspired by people and organisations that do the same."

Expertise:

- General Administration Duties
- Travel Coordination
- Accounts
- Customer Service
- Database Management
- Social Media Management
- Process and System Management

Qualifications:

Social Media (The Art of Social)

Certificate III Telecommunications

Bachelor of Photography (Queensland College of Art, Griffith University)

Kristy lends her expert organisational skills, cheerful nature and drive for a job well-done to her role as Performance Frontiers' Administrative Assistant.

Joining Performance Frontiers in 2018, Kristy was drawn to the team's work creating a positive social impact in local and global communities. She draws from over 15 years' experience in administration, customer service and business management.

Kristy brings a sense of order and ease to Performance Frontiers' lively behind-the-scenes, and a friendly face to our frontline activities. Her diverse responsibilities include assisting staff with all administration needs, liaising with clients, resourcing for workshops, coordinating travel, reconciling accounts and managing our numerous databases. Her guiding philosophy is to manifest excellence in every facet of her role.