

Susan Bozzola - Bio



Sue Bozzola is a highly motivated, experienced and well-respected Administrator. Driven by her passion for proactive business management, she takes pride in providing quality virtual administration services to the busy professional.

Sue's has 40 years of experience working within the legal and health industries, as a paralegal and personal assistant. She specialises in email and diary management, document creation (formatting and editing), transcription services (proof-reading and editing), grant and business writing, and research. She takes great pride in her skills in strategic and business planning, and governance.

A pioneer in the office administration space, Sue has spent the majority of her career working within the legal industry, gaining experience in areas such as estate administration and probate, litigation, property and commercial law, banking and finance, and criminal law. She commenced her career in Brisbane as the Office Junior (and then Junior Legal Secretary) at Hawthorn Cuppaidge & Badgery Solicitor in 1983. Since then, she has worked in the law offices of Maurice Blackburn, Minter Ellison, Steindls Lawyers, and Gall Standfield & Smith. In recent years she was Office Manager of the Legal Aid WA Port Hedland Office.

Sue's career in health began at the Prince Charles Hospital in 2006, where she worked as an Administration Support Officer and Executive Secretary. She went on to work as the Executive Secretary for the Chief Executive Officer of the John Flynn Private Hospital, the largest private hospital on Gold Coast gaining experience in medical credentialing and accreditation. She also provided administration support to most of the hospital's committees, most importantly, the Medical Advisory Committee. It is through her work within the health industry that she has gained her passion for governance and business writing.

In 2009, Sue obtained her Diploma in Business Management from the North Coast Institute of TAFE and was awarded the 2009 Business Management Award of Excellence. She went on to study Business Management (sustainability major) at Southern Cross

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University. Sue also holds Certificates IV in book-keeping and accounting.

Sue was recently appointed Secretary on the Board of Directors of Foundations of Hope Ltd, a not-for-profit organisation providing essential advocacy and support to women survivors of domestic violence. She is also privileged to have been working with the Yarrawonga Mulwala RSL Sub-branch in developing and managing its monthly newsletter.

Outside of the office, Sue enjoys the beach, camping, and travelling Australia in her caravan alongside her husband, Peter and beloved dog, PJ. Now based in Yarrawonga, when she is not working you will find her in her backyard caring for her chickens and vegetable garden.

Susan Bozzola is 'The Virtual Typist'.

Check out her website www.thevirtualtypist.com.au or, say hi on Facebook at The Virtual Typist, and also on LinkedIn www.linkedin.com/in/thevirtualtypist
