



KAYLENE BROWN

EXECUTIVE ASSISTANT & OFFICE MANAGER



Qualifications: Certificate III & IV in Business Administration, Certified in Mandated Notification, Cultural Awareness, Dealing with Difficult Customers and Co-workers, First Aid, Hazard Management and Project Coordination.

Specialties: I specialise in administration, projects and event management, and office management and coordination. I work behind the scenes to make things happen for fellow staff and clients, and keep the Keogh wheels turning.

Career Highlight: During a whole organisation restructure for a government education institution, I took on the role of Office Manager in a newly formed business unit. Setting up an office, implementing policies and procedures helping the team succeed was a great challenge, but profoundly rewarding.

Why Keogh Consulting? It's a rare opportunity to work within an organisation that shares your values and that has a unique pool of talented people who are passionate about what they do. I get a platter of variety! From finance to the design of large scale schematic documents. No one week is ever the same.

What is your favourite thing about Keogh Consulting?

Making a difference internally with my own team members and with clients. Receiving positive feedback about my work can be incredibly rewarding. I'm given the opportunity for continual growth and learning from the team I work with. Not everyone can say that.

What makes you unique, Kaylene? I'm a calm and composed individual, and I apply my 'can do' attitude to all aspects of life. I'm a team player who is always willing to help. I'm determined to succeed and apply a level of commitment to every task I undertake. And what's life without a laugh? Humour and creativity are two things that I can't do without.

When I'm not at Keogh I keep active and enjoy what life has to offer. I play competitive netball, volunteer at my local RSPCA shelter, and am a keen gardener. I hope to be fully self-sufficient and grow my own produce one day soon. I'm an environmental activist and do volunteer work with Greening Australia. 'Greening' my own land to provide shelter and food for native wild life is something I'm motivated to pursue.

Dead or alive, who would you like to meet and what is the one question you would ask them?

Sir David Attenborough - his career as a naturalist and broadcaster has spanned nearly five decades and there are very few places on the globe that he has not visited.

I would love to know what his favourite or most memorable animal and location was.

What inspires you and why? I am inspired by the everyday person who overcomes life's obstacles and challenges to achieve their dreams.