

SANDRA REDSTONE

CV-RC-SR-2026

Office Manager / Bookkeeper

Redstone Civil Pty Ltd | Townsville, North Queensland

Prepared for Tender / Prequalification — Key Personnel Schedule

June 2026

6 Years	Full-Time	Townsville QLD	Redstone Civil
NQ Experience	Employment Type	Base Location	Employer

Profile

Sandra manages the operational and financial backbone of Redstone Civil, ensuring smooth administrative processes critical to project delivery. She oversees payroll, invoicing via Xero, compliance record-keeping, and subcontractor administration — providing the administrative infrastructure that supports Redstone Civil's capacity to manage multiple concurrent projects and meet Tier 1 and local government reporting requirements.

Qualifications and Licences

Qualification / Licence	Category	Status
Certificate IV in Business Administration	Formal Qualification	✓ Current
Xero Certified Advisor	Software Certification	✓ Current

Key Project Experience

Project	Value	Role & Skills Applied
Company-Wide — All Projects	All	Office Manager. Managed timesheets, Xero invoicing, payroll, compliance administration, and subcontractor records across all completed projects including Mount Louisa Road, Bohle Plains, Jensen Drainage, and Murray Road Drainage Upgrade.
Grant & Tender Administration	—	Administered documentation for CSQ grant application, CQMS Raize prequalification registration, and insurance certificate management.

Core Administrative Capabilities

Capability	Detail
Xero Accounting	Payroll, BAS preparation, invoicing, project cost tracking, and quarterly GST lodgement.
Compliance Administration	Insurance certificates, CQMS Raize portal management, licence expiry tracking, and WHS record-keeping.
Project Administration	Timesheet management, subcontractor invoices, completion documentation, and client reporting.
Tender Support	Document preparation, formatting, and administrative coordination for tender and grant submissions.

Sandra Redstone is a fictional character created for CDD 7 Tools training at consultancydd.com. All qualifications, licences, and project details are illustrative only. This document was produced using the Application System (Tool 7).