



# Elsbeth 'Elly' Wood

She/Her

## EXECUTIVE ASSISTANT & PRACTICE MANAGER

0414 220 337 | elly5266wood@gmail.com | ellywood.info

Executive Assistant and Practice Manager with **15+ years' experience** supporting senior executives and specialists across **healthcare, corporate, and defence** sectors. Skilled in executive support, complex diary management, stakeholder engagement, travel coordination, medical administration, accreditation compliance, and office operations. Recognised for **professionalism, discretion, adaptability**, and the ability to manage competing priorities in fast-paced environments.

## EXPERIENCE

### Professor Helen O'Connell AO

April 2020 — Present

#### Executive Assistant & Practice Manager

East Melbourne, VIC

Supporting Professor O'Connell — **President of the Urological Society of Australia and New Zealand** — across clinical, administrative, and executive functions.

- Diary coordination for **USANZ meetings**; flights, accommodation and registration for national and international conferences
- Managed **stakeholder communications** with CEOs, medical specialists, pharmaceutical representatives, and patients
- **Full suite accreditation** management — authored the practice's **Diagnostic Imaging Accreditation Scheme (DIAS) Manual**
- Practice management covering website, audio typing, patient and business accounting, and medical staff support
- Software — **Genie Medical**, Excel, Word, PowerPoint, Outlook, iCloud, Gmail

### Rheinmetall Defence

October 2019 — October 2020

#### Business & Support Officer / Data Analytics

Melbourne, VIC

Supported Melbourne's Executive Team at one of Australia's leading defence suppliers, then moved to a freelance R&D data analytics role.

- Direct executive support including national and international travel bookings for **180 employees**
- Diary and catering management across 8 conference rooms at the Bourke Street corporate office
- Contributed to an AI team developing software for an autonomous vehicle — project delivered **two working demo vehicles** for roadshow

### Church Street Eye Clinic (Dr. Terrence Ong)

November 2016 — May 2018

#### Practice Manager & Personal Assistant

Hawthorn, VIC

- Increased practice earnings by **32%**
- Grew new patient intake by **12%**
- Reduced unpaid accounts by **63%**
- Overhauled office procedures to align with industry standards

## CONTACT

Wurundjeri Woi Wurrung Country and Dja Dja Wurrung Country  
(Richmond Victoria and Blackwood Victoria)

0414 220 337

elly5266wood@gmail.com

LinkedIn: linkedin.com/in/elly-wood-01a122155

ellywood.info

## SKILLS

Exceptionally organised with strong time management

Positive leader and collaborative team member

Fast learner — confident taking on new systems and responsibilities

**Calm under pressure** with exemplary problem-solving

Discreet and professional with sensitive information

## EDUCATION

### Google Project Management Certificate

2025

### Working with Children Check

Victoria, Australia

Current

### Nelson College for Girls

New Zealand

2001

## AWARDS

### 2000

New Zealand Young Playwright of the Year

### 1999

New Zealand Young Playwright of the Year

## VOLUNTEER

### FareShare Australia

November 2014 — 2022

Volunteered biweekly for **eight years** at FareShare's industrial kitchen — preparing meals, collecting donated goods by van, and participating in fundraising events to support people in need.

## REFERENCES

### Professor Helen O'Connell MD MMed

MBBS FRACS FAICD

Dr Helen E. O'Connell Pty Ltd

Contact details on request

### Mrs Dawn Hevey BSC RN

Dr Helen E. O'Connell Pty Ltd

Contact details on request