

## About Us- Proofreading Services

You have planted the seed –  
Let us help you continue to grow  
Principal Consultant Danielle Corrie

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Danielle Corrie

The Admin Tree help people who feel they just need a helping hand.

For the small business owner who requires support in their day to day operations The Admin Tree is able to provide a mobile administration service.

From the individual who needs encouragement and motivation to manage and declutter their home or to someone who just needs a friendly face to talk to The Admin Tree is there in your time of need.

No matter who you are, no task is too large or too small for The Admin Tree.

The Admin Tree is located in South West Sydney. The Principal, Danielle Corrie established The Admin Tree in July 2005 after recognising individuals and businesses required support in areas of office and administration as well as home management.

Danielle has experience in many areas including:

- Decluttering Office or Home
- Collating and filing of paperwork
- Home Management
- Organisational skills
- Essay Writing
- Typing and Proofreading
- Writing of CV and Resumes
- Essay Assistance
- Administration and Typing

The Admin Tree is a mobile support service that provides assistance in CV/Resume creation, proofreading, essay assistance, administrative support, data entry and home organisation.

Sometimes you just need a helping hand and with experience and passion for helping businesses and individuals alike, The Admin Tree can take on those tasks that need to be done, that just aren't getting done. Our goal is to provide you with the organisation and support you need to meet your deadlines, without leaving anything to chance.

The Admin Tree will organise a time that suits you to have a discussion around your needs and determine how to best support you.

We will assist with any administration task or other service to give you a helping hand – be it large or small. We are focused on supplying high quality support.

»Contact The Admin Tree now for your obligation-free consultation  
In Memory of Garry Hulme – OAM, CM  
Garry Hulme

Garry Hulme

The Admin Tree would like to thank Garry for his support, mentoring and sharing himself with others.

Garry, you will be sorely missed. We know you will be with us no matter where we are. Your memories will remain forever. Rest in peace.