Jessica Turrell

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Background

Jessica Turrell is an experienced training administration professional who brings strong organisational capability, scheduling expertise, and customer service skills to the vocational education environment. With several years of experience supporting training operations, Jessica has developed a solid understanding of administrative coordination, compliance processes, and stakeholder communication within a Registered Training Organisation setting.

Currently serving as a Training Coordinator, Jessica plays a key role in supporting the planning and delivery of training programs. Her responsibilities include coordinating course schedules, managing administrative documentation, maintaining accurate records, supporting compliance requirements, and assisting with data and reporting functions. Jessica also provides frontline customer service to students, trainers, and industry partners, ensuring enquiries are handled professionally and training activities are delivered in an organised and efficient manner.

Jessica has further supported her professional development through undertaking the Certificate III in Business, strengthening her knowledge of business administration, workplace processes, and organisational systems. Combined with her practical experience in training administration, this provides a strong foundation for her role coordinating training delivery and supporting efficient operations within the vocational education sector.

Experience

TICRail 2018 - Current
Training Coordinator

IGA Supermarket 2011 - 2018
Casual Retail Assistant