



Tania Doohan

tania.doohan@ticrail.com.au

Background

Tania Doohan is an experienced administration and customer service professional who brings strong organisational capability, attention to detail, and a people-focused approach to the vocational education environment. Her diverse career across administration, retail supervision, education support, and community services has developed a well-rounded skillset that supports effective coordination, communication, and service delivery within training organisations.

Currently serving as an Administration Officer with TICRail, Tania provides essential administrative support to training operations, assisting with day-to-day office functions and supporting the delivery of vocational education services. Her role requires strong organisational skills, professional communication, and the ability to maintain accurate records while assisting students, trainers, and internal stakeholders. Tania's exceptional phone etiquette, reliability, and attention to detail contribute to the smooth coordination of administrative processes that support compliant and efficient training delivery.

Tania's broad professional experience, combined with her dependable work ethic and strong communication skills, supports her effectiveness as a Vocational Education Administration Officer, contributing to high-quality administrative support and positive engagement with students, staff, and industry stakeholders.

Experience

■	TICRail <i>VETAdministration Officer</i>	2025 - Ongoing
■	Woolworths <i>Front End Supervisor</i>	2021 - 2025
■	Southern Cross Care <i>Cleaner</i>	2014 -2018