

CURRICULUM VITAE

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(NB: Document layout may be affected by any file format conversions.)

*** PERSONAL STATEMENT**

I have a fairly diverse range of skills and experience across a variety of fields of communication, management and marketing. Some of this has happened in paid roles while much has been done on a highly successful pro-bono basis all be it at quite a personal and financial cost. Nonetheless the journey has been interesting, rewarding and developmental.

I am now wanting to find a formal home for my skill-set in an honorable environment where my abilities are acknowledged and put to good use for fair reward.

This document itemizes as many roles as possible to provide insight into all the available skills and experience all be it some of them rather historical. There is also a reverse inventory of skills and how they were obtained.

In February 2017 and 2018 I had each of my hips replaced and I'm 2cm taller!

*** EMPLOYMENT HISTORY**

July 2019 to Current,

Security Company- Casual guard/host services

VARIOUS HOURS PER WEEK

Formal casual guard services in a non-confrontational capacity.

November 2017 to February 2018,

'Volunteer Wellington' – Client Follow Up

2 HOURS PER WEEK

Phoned volunteers to see how things were going to finalize database and record successful outcomes for funding etc. purposes.

June 2017,

'Family Works' – Project Coordinator

30.5 HOURS TOTAL CONTRACT

Various management activities including preparation for a branch relocation and various other project management tasks.

October 2015 to January 2017,

Small Website Business – Online Support Administrator

40 HOURS PER WEEK (Effective)

Provided front face of organisation with direct customer support in operating their websites along with some content management and business support.

February 2011 to December 2011,

Wellington Institute of Technology - Business Administrator

37.5 HOURS PER WEEK

Provided general administration support services to the Director.

Intervening periods not identified below:-

Pro-bono work to various businesses and organizations or brief returns to education for upskilling as noted anon.

June 2005 to November 2009,

Life Flight Trust- Call center operator

6 HOURS PER WEEK

Highly successful telephone fundraising as one of the top income earners. Commission pay rate was one of the highest in the team.

July 2004 to January 2005,

Kircaldie and Stains Department Store- On floor staff

GENERALLY 4 HOURS PER WEEK

General retail sales mostly in menswear with \$72,000 of sales on one counter managing a team of three others on the first day of a sale.

January to June 2001,

Conversations on Life Limited- Company Director

30 HOURS PER WEEK

Investigated oral history business finding it to be unviable.

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December 1996 to February 1997,

New Zealand Red Cross- Annual Appeal Coordinator

ABOUT 40 HOURS PER WEEK

Sole-charge manager for the Rotorua area appeal. Provided directional management of 300 volunteers. Monitored roles, instigated incentives and trouble-shooted as needed. Responsible for public relations and marketing.

January 1992 to September 1995,

Independent Producer trading as 'Tancred Video Works'

Provided or prepared professional video communication services (occasionally free of charge) on more than 61 occasions to corporate and domestic clients resulting in effective communication tools for those clients.

Concurrently with...

News 'Stringer' for 3 Network News (TV3)

Provided effective television news service to the company and acted as their official representative. *Concurrently with...*

Dove Video Productions Ltd- Production Assistant

Provided freelance production assistance as video production crew member. *Concurrently with...*

Geyser Television Rotorua- Director of Transmission

Acted in sole-charge capacity to reliably deliver evening transmission of television programs. *Concurrently with...*

T.A.B. 'Trackside'- Camera Operator

Acted as integral team member in the supply of T.A.B. horse racing television coverage.

February to March 1991

Statistics New Zealand- Census Enumerator

HOURS UNKNOWN

Successfully performed self-managed data collection and correlation. Provided highly accurate enumeration and corrected fellow enumerator's survey errors while in field.

January 1989 to December 1990

Contract Producer in Video Production

HOURS UNKNOWN

Conducted significant research and development in advance of commencing commercial video production operation.

Concurrently with...

Group Rentals New Zealand Limited- Casual Assistant

HOURS UNKNOWN

Provided general retail duties along with delivery and installation of equipment to domestic client's homes.

January 1986 to December 1988

Levene & Company Limited, Rotorua- Retail Assistant

ABOUT 48 HOURS A WEEK

Duties centered on paint & sundry sales and general goods delivery. Provided high level of service to build and maintain repeat customer base.

*** EDUCATION / QUALIFICATIONS**

July 2019

Certificate of Approval (Temporary)

Private Security Personnel Licensing Authority

October 2017

'P' Driver's licence endorsement (small vehicle)

New Zealand Transport Authority

February to November 2002

Diploma in Journalism course

Whitireia Polytechnic, Porirua.

May 2000

Computer File Management Certificate

Newlands Community College.

March to November 1999

Legal System and introductions to Politics, Political Ideas and Sociology

Victoria University of Wellington.

July to December 1996

Organisation and Management, Computer Concepts, Applied Management

(Awarded N.Z.I.M. Diploma in Management in 1998.)

Waiariki Polytechnic in Rotorua.

January to December 1991

Accounting Principles, Accounting Practices, Marketing Management, Personnel Management, Economic Environment and Business Communications

Waiariki Polytechnic in Rotorua.

September 1987

Paint Wallpaper and Decorating Diploma, Grade 3

Levene & Co. Ltd.

January to December 1987

Introduction to Commercial Law Certificate

Part-time at Waiariki Polytechnic in Rotorua.

January 1978 to December 1982

B Bursary, Higher School Certificate, Accredited University Entrance.

Western Heights High School in Rotorua.

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* COMPETENCY INVENTORY

<u>Competency</u>	<u>Source</u> <i>(Some may be repeated)</i>
<u>Written communication</u>	University essays, Video production script writing, Writing of discussion papers, General correspondence, Body corporate governance.
<u>Verbal communication</u>	Three years retail experience, Public speaking at formal meetings, Television news interviewing, Meeting participation.
<u>Mediation</u>	Negotiations with tradespeople, Negotiations with professional sub-contractors, General business experience, Interviewing television news subjects, Body corporate governance.
<u>Leadership</u>	Video production director / producer, Charity appeal coordinator, Own business management, Body corporate governance.
<u>Team player</u>	Retail experience, Video production joint ventures, Good personal rapport with others, Television / video production crew member, Body corporate governance.
<u>External responsibility</u>	Census Enumerator, Representative of television networks, Video production clients, Charity appeal coordinator, Television transmission director, T.V.N.Z. Telethon public relations officer.
<u>Media knowledge</u>	Freelance television news gathering / production, Broadcast radio course, Official media liaison for national conference, Video cover design, T.V.N.Z. production staff- various areas, Television and radio interviewee, Contract video production, Still photography experience, Charity appeal coordinator (incl. P.R. role).

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<u>Strategy & business</u>	Ad-hoc troubleshooting to major companies, Own business management & strategy, Various submissions to Members of Parliament, Various tertiary courses, Body corporate governance.
<u>Political Experience</u>	Party branch / electorate involvement, University theory courses, Scrutineer- national election, Local government observation, Local government mayoralty candidacy, Central government observation, Submission of issue discussion papers, Submission of private petition to Parliament, Submission to parliamentary select committee.
<u>Theatrical skills</u>	Theatrical lighting operation, Acting experience- theatre and television, Video cast member.
<u>Computer skills</u>	Word processing use, Spreadsheet / graph use, Data-base & mail merge use, Microsoft Word and Excel trained, Regular internet use, On-going training to up-skill, Client website management.
<u>Cognitive skills</u>	University theory courses, Local government mayoralty candidacy, Submission of issue discussion papers, Submission of private petition to Parliament, Submission to parliamentary select committee, Writing of discussion papers, Meeting participation, Three years retail experience, Video production director / producer, Charity appeal coordinator, Own business management & strategy, Retail experience, Body corporate governance, Census enumerator, Charity appeal coordinator (incl. P.R. role). Various tertiary courses, Theatrical lighting operation, Computer word processing use, Computer spreadsheet / graph use, Computer data-base & mail merge use, Regular internet use.

*** VOLUNTARY ACTIVIES**

- 2018.** Committee Member of Mattingly Court Body Corporate. .
- 2016.** Onslow-Western Wellington Council election: Refresher candidacy.
- 2009.** Tawa Community Board By-election Candidate: Not elected, S.T.V.
- 2007.** Wellington Regional Council Candidate: 3639 votes.
(14.5% of highest candidate vote. 17 candidates in constituency election.)
- 2005.** Wrote scoping paper into the televising of parliament with the paper being requested by and provided to the Speaker of the House.
- 2003.** Investigated tertiary education quality control issues and wrote paper thereon.
- 2001.** Wellington Mayoralty Candidate: last equal!
- 2000.** Lobbying of Parliament to provide video screen coverage of parliamentary chamber to public in gallery.
- 2000.** Unpaid Governing Director of Tancred Group Ltd.
Committee Member of Mattingly Court Body Corporate.
- 1999.** Unpaid Governing Director of Tancred Group Ltd.
Committee Member of Mattingly Court Body Corporate.
Christmas Lunch Host for Wellington City Mission.
Media Liaison Officer for central government political conference.
- 1998.** Rotorua Mayoralty Candidate.
- 1996.** Attempt to start a Rotorua urban ratepayers association.
Author of a discussion paper on non-commercial television.
- 1995.** Rotorua Mayoralty Candidate with 969 votes.
Author of a discussion paper on regional television.
Author of a discussion paper on Treaty of Waitangi claims.
- 1994.** Author of a discussion paper for the Prime Minister's Task Force on Employment.
- 1990.** Publicity Officer in Rotorua for T.V.N.Z. Telethon.
- 1983.** Video Camera Operator for N. Z. School of Dance, Wellington.