

CURRICULUM VITAE

Anna

For further information

Contact Jude-Employment Co-ordinator

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Career Objectives

I am seeking an entry-level part-time graduate position where I can apply my proven skills, knowledge and practical experience in psychology as applied to:

- Social/Community Services
- Industrial & Organisational Psychology
- Or any field related to the above
- Alternatively I would consider an accounting position

Profile and Personal Development

- Attained a Post Graduate Diploma in Science in Industrial and Organisational Psychology with distinction in October 2008*
- Completed a Bachelor of Science (psychology) in 2007*
- Bachelor of Arts (sociology) completed in 2008*
- Awarded University of Canterbury Masters Scholarship 2009; Senior Scholarship 2008; Studylink Bonded Merit Scholarship 2006-2008
- Completed a New Zealand Diploma in Business in 1997
- N.Z.I.M. Diploma in Management gained in 1998
- Received Price Waterhouse Chartered Accountants Award in Accounting Practices, Christchurch College of Education in 1995
- Toastmasters International Speechcraft course completed 1999
- Over twelve years work experience as an Accountant/Accountancy Technician.

Keys Skills and Attributes

- Highly developed written and verbal communication skills
- Logical with strong analytical and reasoning skills, for example, able to investigate workplaces and recommend ways to improve workers' efficiency and effectiveness.
- Proficient with various computer software packages, including Microsoft Excel and Word
- Ability to meet and maintain high and consistent standards

- Tenacity and determination to achieve goals and targets within expected time frames
- Excellent time management skills and strong organisational ability
- Over twelve years experience as a senior accountant/accounting technician
- Friendly, enthusiastic and reliable
- Works well as part of a team

Career Data

Feb 2005 – present Study at University of Canterbury.
Bachelor of Science (Psychology) and Bachelor of Arts (Sociology) completed followed by a Post Graduate Diploma in Science in Psychology.

Jan 2002 – Feb 2005 **Raytheon Polar Services (NZ) Limited**
Senior Accountant

Raytheon holds the contract to provide Logistics, Financial and I T support to the United States Antarctic Program. The role of Senior Accountant operates within the context of the Management Team, providing all accounting and financial services to the United States Antarctic Program in Christchurch.

Key Responsibilities:

- Preparation of Financial and Management Reports
- Prepare annual budget and cash flow forecasts
- Statutory reporting requirements; for example, GST, FBT and PAYE returns
- Responsible for the processing of accounts payable, accounts receivable, payroll, per diem payments and remuneration issues.
- Project Management, as required

Career Data

Apr 2001 - Jan 2002 **Canterbury District Health Board**
Finance Department, Hospital Services
Management Accountant

The purpose of my role was to provide accounting advisory services and support to management and budget holders in an organisation with over 9,000 employees that is charged with providing comprehensive health care and associated health services to the community

Key Responsibilities:

- Provision of financial reports, information and advice to Clinical Management
- Assisting Clinical Management to improve efficiency and reduce costs

- Assisting budget holders in the establishment of annual operating and capital expenditure budgets
- Conducting cost/benefit analysis for Clinical Management
- Developing and implementing changes to reporting structures to increase efficiency and effectiveness of reporting

Feb 1996 - Apr 2001

**Spicer & Oppenheim, Chartered Accountants
Financial Accountant**

This position involved providing financial accounting expertise to clients. I commenced employment as a Graduate Junior Accountant and underwent progressive promotions to the position of Senior Accountant

Key Responsibilities:

- Preparation of periodic and annual financial statements for clients, including companies, partnerships, sole traders and trusts
- Taxation calculations and matters covering assessable income and deductions, proprietor's salaries and other tax management issues
- Evaluation of financial position and financial performance of operation, as disclosed in the financial statements
- Preparation of profit forecasts and cashflow schedules
- Liaising directly with clients

Previous Employment

Argyle Tavern Centre Pty. Limited - Accountancy Clerk for two years

Advance Bank of Australia Limited - Customer Services Officer for two years

Trustbank - Customer Services Officer for two years

Summary of Key Subject Grades

Post-Graduate Diploma in Science in Industrial and Organisational Psychology with Distinction

Advanced Industrial and Organisational Psychology	A
Organisation and Change	A-
Economic Psychology	A-
Work Well-being and Performance	A
Multivariate Statistics & Methods in Psychology	A

Bachelor of Science with a Major in Psychology

Industrial and Organisational Psychology	A+
Research Methods	A
Research Design and Statistics	A
Abnormal Psychology	A+

Social Psychology	A+
Personality	A+
Cognition	A
Developmental Psychology	A+

Bachelor of Arts with a Major in Sociology

Collective Behaviour	A+
Individuals, Networks and the Internet	A+
Psychology, Culture and Society	A+
Sociology of Everyday Life	A
Global Society	A
Exploring Society	A

Interests

Tramping
Reading
Walking
Music
Spending time with family and friends

Referees

Details of referees will be supplied upon request