

# Curriculum Vitae

## Motu

For further information please contact Jude – Employment Co-ordinator

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### **PERSONAL STATEMENT**

I am seeking a job where I can apply my general office administration and other transferable skills especially my people skills, my proven and practical time management, organisational and technical abilities.

### **PERSONAL PROFILE**

*I have strong morals and values that have helped instil a work ethic to “strive towards excellence” in all that I do. I am a dedicated, responsible and organized team player, who follows instruction with ease. I am confident to offer any workplace enthusiasm, innovation, reliability and professionalism; with the ability to develop instant rapport and trust with people from different cultures in our society. I am always willing to help others, as I am also a firm believer in “Do unto others, as you want done unto you.” My objectives in life are to achieve the best for myself, but most importantly the best for my family and to have good fellowship and harmony with my family and friends.*

### **KEY WORK SKILLS AND ATTRIBUTES**

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- Proven practical general office administration skills include:
  - ✓ Writing and presenting client reports
  - ✓ Office correspondence – written, verbal, and internet
  - ✓ General office systems and processes
  - ✓ Communicating with clients to discuss and resolve problems/progress relating to projects/assignments
- Computer skills in Microsoft Word, Excel, PowerPoint and Adobe Photoshop.
- Proven workplace skills and ability using specialised software packages that include,
  - ✓ AutoCAD Civil 3D- cartographic mapping data and line work.
  - ✓ Leica Erdas Imagine 9.2, program used to create geo-referenced orthophotography
  - ✓ Global Mapper 9 , used to view and convert data set
- Excellent and proven communication and interpersonal skills- relates easily and confidently with a diverse range of people from diverse backgrounds. A competent public speaker with proven and effective telephone skills
- A people person who enjoys guiding and assisting people – able to build good rapport in a short time
- One year’s practical experience working as a Digital Imagery Technician, working on a range of projects
- Proven ability to manage and organise time – able to juggle projects to achieve outcomes within time frames as demonstrated by my previous technician position and university qualifications
- A lateral thinker with ability to think of alternatives to deal with and resolve unexpected situations
- Flexible, adaptable and quick to learn new systems
- An active community minded person
- A friendly warm and caring person with t ‘Kiwi’ sense of humour

## **EDUCATIONAL QUALIFICATIONS & TRAINING**

**2005 – 2007** Bachelor of Science  
Major – Geography  
University of Canterbury

**2002 – 2003** Completed 1 ½ Years  
Bachelor of Arts  
University of Canterbury

**1997 – 2001** Shirley Boys' High School  
Christchurch

### **TRAINING**

**2008** In house training at Qasco Surveys (Brisbane)

- Training in the specific computers programmes as mentioned above.
- Plotting and printing practice in creating plot maps and promotional orthoplots.

### **COMMUNITY AND VOLUNTEER WORK:**

**2009 - Current** ICONZ; Pastoral coaching and mentoring young boys (Aged 5 -15) in sports and various activities (Similar to Boys Brigade)

**2006 - 2007** Vice President of the Canterbury Samoan Students Association

**2005** President of the Canterbury Samoan Students Association

**2004 – 2006** Mentor to Pacific Island students

**2001 – 2002** Prefect and Student mentor at Shirley Boy' High School

**1999 – 2006** Strapper for Linwood Rugby League teams – Men's' and Woman's

### **WORK HISTORY**

**June 2008 – April 2009** **Digital Imagery Technician – Full Time**  
**Qasco Surveys Pty Ltd**  
**Brisbane, Australia**  
KEY RESPONSIBILITIES:

- Creating high quality geo-referenced imagery, digital mapping data cartographic and digital image plots
- Dealing with and meeting customers' needs
- Interactions between sections and within our team to finish projects in a timely manner.
- Learning new processes and methods to construct a high quality product

**Nov 2007 – March 2008** **NZ Mail Officer – Full Time Casual**  
**NZ Post – Orchard Road Plant**  
**Christchurch, NZ**  
KEY RESPONSIBILITIES:

- Organising of incoming and outgoing mail at loading docks
- Team interaction and communication to reach target to dispatch the daily mail
- Reporting of any suspicious mail and packages through quality assessment

**Dec 2003 – June 2007** **Security Officer**  
**The Foundary, UCSA, University of Canterbury**  
**Christchurch, NZ**

**KEY RESPONSIBILITIES:**

- *Interaction with patrons, providing the service possible*
- *Responsibility of the bar equipment*
- *Endorsing and maintaining the current liquor laws*
- *Clear communication, between security and bar staff, to ensure the safety and well being of both patrons and workers*

**2002 – Jun2003**

**Retail Salesman**

**Cash Converters (Linwood and Central)**

**Christchurch, NZ**

**KEY RESPONSIBILITIES:**

- *Interaction with customers with their needs.*
- *Dealing and handling of cash and eftpos*
- *Answer inbound calls and enquires*
- *Working in a team environment to maximise efficiency and profits*

**Dec 2000 – Dec 2001**

**Student Board of Trustees' Representative**

**Shirley Boys' High School**

**Christchurch, NZ**

**KEY RESPONSIBILITIES:**

- *Public Speaking – In front of my student peers and parents*
- *Discus important matters of the school eg. Policies, disciplinary matters, social events*
- *Dealing and interaction with people of all ages, from Trustees members, parents to the School council*
- *Representing our school with dignity and pride*