

# Curriculum Vitae

**NAME**

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## **Profile**

Provide a summary of experience. For example:

Experienced in retail management, managed up to 15 staff and all financial and budgetary activities. Tertiary qualified now seeking the next challenge as a General manager.

## **Qualifications**

## **Strengths**

- Retail Management
- Leadership and motivation of staff
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## **Key Competencies**

(These to cover just one page but have provided a lot of examples)

### **Change Management**

- Experienced in creating, implementing, managing new systems and processes in manufacturing environments
- Adept at ensuring staff buy in and acceptance of changes
- Led staff training in change management processes

### **Financial Management**

- Exceeded budget expectations every year at .....
- Developed and managed budgets, built budget models, monthly reporting and analysis
- Effectively uses financial information in decision making

### **Leadership**

- Open, honest approachable leadership style, quietly leading from the front, and encouraging the flow of information.
- Experienced at leading large teams.
- Excellent listener.

### **Operational Management**

- Plan and organise resources to ensure efficient and productive operations.
- Delivers operational policies and procedures effectively, including key performance indicators.
- Results driven

### **Project Management**

- Experienced in Managing small to medium projects

### **Strategic Management**

- Vision, able to access the bigger picture, consider options and develop implementation strategies

### **Problem Solving/Analysis**

- Use well developed problem solving skills and makes positive and complex decisions under pressure

### **Negotiation**

- Experienced in all levels and types of negotiation including contracts, stake holders, Unions and staff issues.

### **Managing and Developing People**

- Excellent coach and mentor, ensuring staff are fully trained and have the knowledge and skill to perform
- Enjoys developing and motivating people to achieve their potential

### **Relationship Management**

- Able to get along side people and quickly build and maintain effective working relationships and networks at all levels.

### **Process Improvement**

- Adept at working with staff to identify process improvement opportunities
- Support improvement implementation through modeling and monitor changes and reinforcing behaviours.

### **Business Acumen**

- Experienced in all facets of business, revenue development, cost control, strategic planning and leadership.

### **Quality Systems**

- Developed processes and procedures to achieve accreditation.

## Career Summary

<b>Company</b>	<b>Role</b>	<b>Date</b>
Glassons	Retail Manager	2002 - Current
New Zealand Government	Minister of Everything	1999 - 2002

## Qualifications

Bachelor of Business Studies (Management), Massey University	2003
Diploma in Strategic Management, Lincoln University	1992

## Professional Development

➤ Internal Auditing (New Zealand Quality College)	2004
➤ Assessor Training (Forest Industries Training)	2000
➤ Performance Management (V. Roper Consulting)	2000
➤ Financial Management (Change Training Consultancy)	1999

## **Career History**

### **Ministry of Everything**

2002 -2006

Relief Group Leader

#### **Role Function**

This role included special projects, relieving and management support for Group Leaders at Auckland Wharf and city offices, Auckland International Mail Centre, off site operations and the Air Cargo operation.

#### **Responsibilities**

- Project work included the development of the cruise liner passenger terminal Princes Wharf in consultation with the Port of Auckland and the Hilton Hotel.
- The development of the International Small Vessel Clearance Berth in Auckland.
- Analysis on potential "year two thousand (Y2K)" computer problems for the new millennium and development of business contingency plans.
- Introduced and developed site quality systems in the work sites and became a signatory to these systems as assessed by International Accreditation New Zealand (IANZ) auditors.
- Financial management, budget preparation, monthly reporting and cost reduction analysis.

#### **Achievements**

➤

### **Ministry of Everything**

1994 – 1999

Quarantine Officer

#### **Role Function**

#### **Responsibilities**

- Vehicle, timber and produce inspection, vessel clearance, passenger profiling, enforcement, fumigation auditing, etc.
- Regularly asked to stand in as acting Group Leader.
- Relieved other Quarantine Officers in regional ports.

## **Interests**

- General recreation
- Fishing
- Golf
- Shooting
- Rugby

**REFEREES AND REFERENCES PROVIDED ON REQUEST**