

## Profile

An adaptable and capable Law and Accounting graduate seeking a challenging and meaningful career which will utilise the problem-solving and relationship-building skills developed through my studies and previous experience.

During my degrees, I successfully combined my studies with work and other extracurricular commitments and have shown to be a continuous learner who is proactive, passionate and capable of working under pressure. I have a clear, logical mind with a practical and creative approach to complex problem-solving.

## Education

### Victoria University of Wellington

Bachelor of Laws/Bachelor of Commerce (Accounting)  
2011 - 2014, 2017 - 2019

### Wellington College

NCEA Levels 1, 2 and 3 Endorsed with Excellence  
NZQA Scholarships in Accounting, English, and Statistics  
2008 - 2010

## Awards and Scholarships

### Toastmasters Division E International Speech Contest - Third Place in Wellington

Toastmasters New Zealand  
April 2017

### 2014 Special Service Award

Awarded for my efforts in starting and leading the VUWSA International Students' Association (V-ISA) on campus

Victoria University of Wellington/Victoria University of Wellington Students' Association

### 2011 Victoria University Excellence Scholarship

Victoria University of Wellington

## Experience

### Student and Whānau Support Advisor

Te Aho o Te Kura Pounamu  
The Correspondence School  
Jul 2017 - Present

- Provided over-the-phone, in-person and email pre-enrolment, enrolment and post-enrolment support and advice
- Provided basic IT support to students
- Solved complex/unresolved queries referred on internally
- Assisted with documenting enrolment related processes through implementation of an internal wiki
- Trained and mentored new staff

### Enrolment Advisor

Te Aho o Te Kura Pounamu  
The Correspondence School  
Nov 2015 - Jul 2017

- Provided enrolment advice to allow students to gain enrolment at Te Kura
- Received, assessed and approved or declined enrolment applications in accordance with Ministry of Education policy
- Provided consultancy advice on the development of Te Kura's new website
- Trained and mentored new staff

### Customer First Consultant

CallActive New Zealand  
Jun 2015 - Oct 2015

- Provided over-the-phone Nespresso machine technical support
- Answered phone and assisted customers with initial inquiries
- Performed basic data entry for online orders' database

## Leadership/Volunteer Experience

### Founder/President

VUWSA International Students' Association (V-ISA)  
Mar 2014 - Dec 2014

- Advocated for international students at Victoria University through campaigns and formal reports presented to the University Council
- Coordinated events on campus for international students
- Managed relationships between V-ISA and other campus groups
- Led a team of four executive officers to run V-ISA activities
- Prepared newsletters and social media updates

### Clubs & Activities Officer

Victoria University of Wellington Students' Association (VUWSA)  
Jan 2013 - Dec 2013

- Supported student clubs and activities at Victoria University through the provision of operational advice, maintenance of a clubs' database and chairing of the Clubs' Council
- Assisted with VUWSA event management and planning
- Assisted with office administrative duties
- Jointly responsible with other officers for VUWSA governance

### Experience Development

National Support Team  
AIESEC New Zealand  
Jul 2013 - Dec 2013

- Produced customer service guides, surveys and new initiatives to improve servicing
- Provided general advice to AIESEC members on best practice in relation to customer service

### Vice President of Outgoing Exchange

AIESEC Victoria  
Jul 2012 - Apr 2013

- Led sales and delivery team in selling and delivering exchange products to students at Victoria University
- Trained and mentored new members to ensure quality product delivery
- Jointly responsible for strategic direction of AIESEC Victoria

### TPA Mentor for Commerce

Victoria University of Wellington  
Jul 2012 - Feb 2013

- Provided tutoring help for students studying first year Management, Marketing, and Economics at Victoria University

### Campus Coach

Victoria University of Wellington  
Mar 2012

- Assisted new university students in transitioning into life at university through guided tours of campus and providing general help and advice
- Jointly organised events for new students with other campus coaches

## Interests and Hobbies

- Politics
- Kapa Haka and Singing
- Technology
- Public Speaking (Toastmasters)
- Film and Literature
- Cooking and Fine Cuisine
- Video Game Modding