

Work experience

Transcriber & Production Runner

Warner Bros.

Hired as a transcription typist for Warner Bros. New Zealand & EYEWorks. My role soon expanded to running on set & chauffeuring clients.

Media Manager

Andrew White

Designing content for the clients website, social media pages, and press releases. Booking gigs and building business relationships for future collaboration.

Sales Executive

Crockers Property Power

Handling and selling power accounts for Crockers clientele exclusively.

Workshop Leader

Unitec

Leading the follow-up workshops for Unitec's level 5 paper "Professional Skills" to strengthen the relationship between Unitec and Concentrix.

Quality Analyst

Concentrix

Evaluating over 200 employees, coaching advisers on customer communication, providing technical training regarding our client's products, tracking performance, and designing job aids. I also expanded my role to include management of new employees, recruitment, and preparing and attending business operations meetings. Due to a non-disclosure agreement, I am unable to discuss certain parts of my role and the client I work for. However, I can mention that I work primarily with Mac Computers, iPhones, iPads, and iPods.

Receptionist

Club Kensington, London

This role consisted of booking in clientele, organizing Gym timetables, processing employee payments, and general office duties.

Backstage Crew Manager

Kiwi Big Day Out

Organizing backstage staff and managing performers such as Stan Walker and Dave Dobbyn.

Education

Diploma in Documentary Directing

South Seas Film & Television

2016 - 2016

Certificate in Communication & Media Arts

2012 - 2012

Unitec

NCEA Level 1

2007 - 2011

St Mary's College