



KEY SKILLS

- Results orientated professional with a broad range of experience designing and implementing solutions in Learning and Development, HR, Change Management, and Policy Development
- Exceptionally adept at drawing people out and putting them at ease. An influencer at all levels and strong stakeholder engagement capability
- Successful in facilitating and leading management training
- Extensive experience in curriculum design and delivery
- Well organised, resourceful and focused on achieving deadlines
- Sharp, innovative thinker, proven ability to adapt quickly to new situations



RELEVANT EXPERIENCE

Communication and Interpersonal Skills

- Worked intensively as a member of a multi-cultural team to put together an organisation wide strategic communications plan
- Facilitated processes to formulate and direct national strategic plan to change direction of equity initiatives in large organization
- Worked as an integral member of private sector business exploring the practical implications of ethical business practices

Facilitation

- Extensive experience in designing and delivering management training in a diverse range of business settings and contexts. Programmes designed include:
 - Managing Workplace Diversity*
 - Managing Organisational Culture Change*
 - Equal Employment Opportunities*
 - Recruitment & Selection Best Practice*
 - Diversity & Inclusion in the Workplace*
 - Performance Management Process*
- Designed and led management and employee development programmes for over 40 organisations
- Awarded a large government contract to design and deliver a series of public seminars on managing diversity in the workplace for private sector employees
- Undertook an accurate training needs analysis of a large local authority and designed effective training solutions to assist them with major cultural change

Project Management and Consultancy

- Provided in-house consultancy to managers and EEO practitioners on project management, strategy development and enhancing personal performance

- Managed a team of staff support co-coordinators during a period of major organisational restructuring
- Developed an innovative and effective process for organizational culture auditing and utilised it to canvass the perceptions of over 6000 employees and provide timely advice and recommendations to managers

Human Resource Development

- Undertook extensive reviews of three organisations to identify potential bias in existing human resource practices and identify appropriate changes
- Project managed the successful implementation of new Human Resource Information System (HRIS)
- Worked with organisations to put together clear, concise and relevant guidelines for sound human resource practice



QUALIFICATIONS

- Postgraduate Diploma in Communications, Victoria University of Wellington 2014
- Bachelor of Arts, Majoring in Human Resources, University of Canterbury, 2012



EMPLOYMENT HISTORY

2016 – Present	Learning & Development Manager	The People's Bank, Wellington
2015 – 2016	HR Manager	Dynamic Energy Limited, Wellington
2012 – 2015	Independent HR Contractor	Barnett Consulting Group
2007 – 2012	HR Advisor	Department of Social Welfare



PROFESSIONAL MEMBERSHIPS

- Current member of Human Resources Institute of New Zealand (HRINZ)
- Lifetime member of New Zealand EEO Practitioners Association



REFEREES AVAILABLE ON REQUEST
