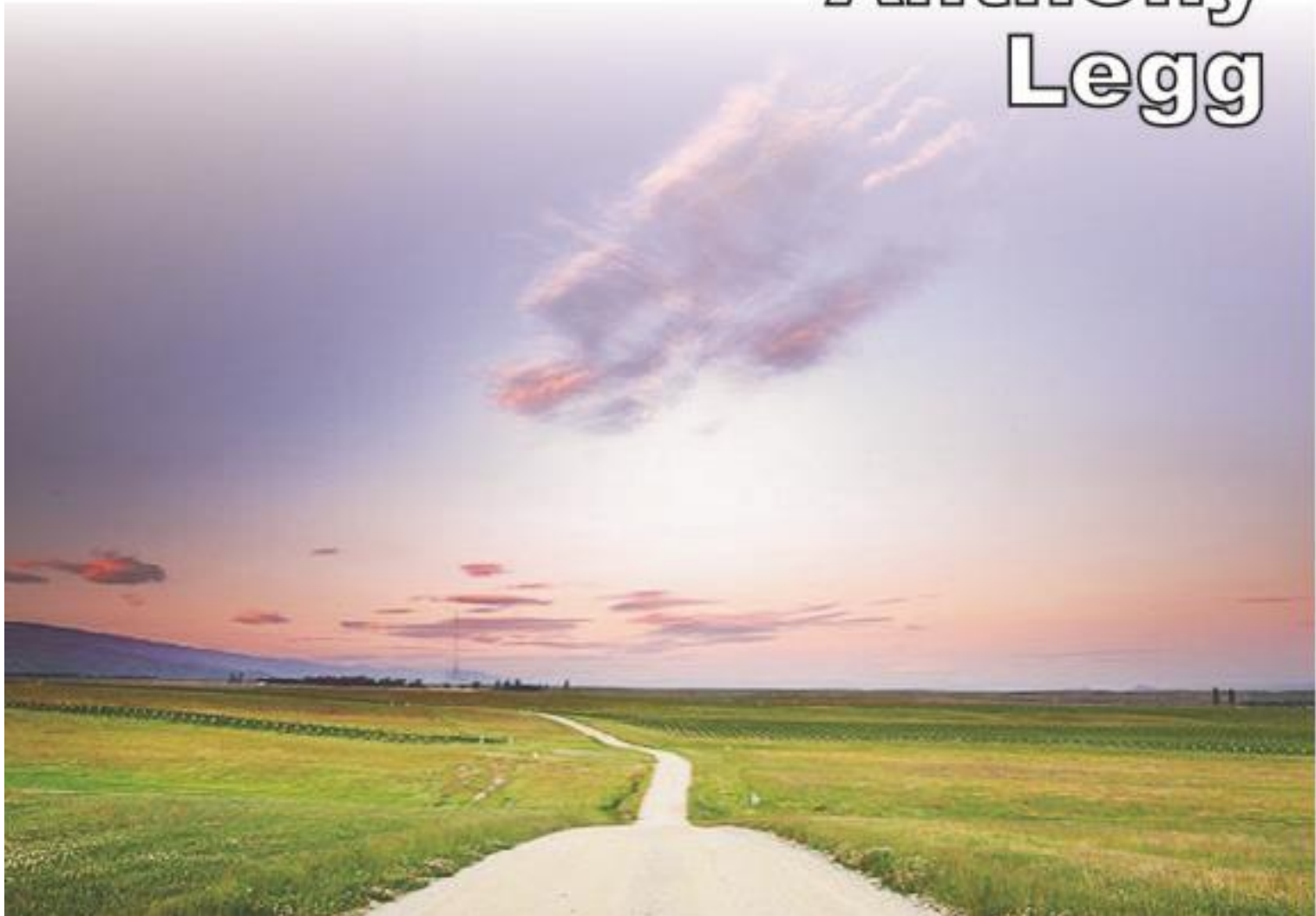


Anthony Legg





Anthony Legg

38 Bradford Street, Bradford, Dunedin 9011

Cell: 027 452 6255

Email: anthony.pc.legg@gmail.com

Personal Statement

With excellent communication and interpersonal skills, I am currently seeking a position in which I can utilise my extensive experience. A 'Hands-on' person with a positive approach to tasks, I enjoy challenges and interacting with people on all levels.

Working well as part of a team, I am also totally comfortable in a position of responsibility and to work in a leadership or autonomous role with maximum efficiency. With excellent organisational skills I am able to prioritise effectively to ensure tasks are completed in a timely manner and to the satisfaction of all concerned.

Determined and decisive, I am results driven with a logical approach to achieving objectives. My work standards are high, exhibiting attention to detail, and I encourage constructive criticism which enables me to maintain these standards and improve on them.

Approachable and self-motivated with a good sense of humour, I am able to work well under pressure. With a positive outlook and excellent work ethic, I apply myself well to new situations and the challenges they present.

Relevant Skills

- *Excellent communication, interpersonal and analytical skills*
- *Outstanding customer service skills and telephone manner*
- *Able to build and maintain effective working relationships with a wide and diverse range of people*
- *Team participant, enjoy knowledge-sharing and contributing to team objectives, strong creative ability, innovative thinker*
- *International logistics experience*
- *Stock ordering, processing and pricing - liaising with suppliers and clients*
- *Computer literate, including Data Entry and job specific software*
- *Fully conversant with most Microsoft applications*
- *Manual/general labouring experience*
- *Retail experience - Cash handling/EFTPOS*
- *Graphic design software: Photoshop, Corel Draw, Illustrator*
- *Web design software: Adobe products*
- *Fit and healthy*
- *Honest, trustworthy, punctual, reliable and responsible*
- *Pleasant and helpful disposition, positive approach to tasks*
- *Adaptable to a variety of situations*
- *Ambitious; committed to ongoing self-development*
- *Able to convey instruction in a concise and clear manner*
- *Open minded approach to new ideas, excellent listening skills*
- *Excellent work ethic – 'Hands-on' person*
- *Licences held: 1,2,4,5, 'F' endorsement*

Employment History

University of Otago, Dunedin

October 2015 – September 2016 (Secondment Position)

Postgraduate Administrator, Department of General Practice

- Marketing postgraduate programmes
- Administration for postgraduate student enrolments
- Developing and uploading course material online
- Arranging board meetings, minute taking
- Booking travel and accommodation
- Advising Postgraduate, PhD, Masters students and academic staff on programme options, application, progress and completion processes
- Reception duties
- Liaising with academic administrative staff

June 2015-October 2015 (Secondment Position)

Financial Administrator, Department of Anatomy, Health Sciences Division

- Finance One system: Accounts payable
- Accounts receivable, p-card, purchasing, general ledger and asset modules
- Monthly account reporting. Maintaining research grant information
- Attending monthly meetings with HOD and Management
- Maintaining the OCEM, OCCM Unit accounts
- Assist with enquiries relating to purchasing, p-cards and account balances
- Ensuring AP/AR invoices are processed in a timely manner
- Process reimbursement claims
- Receipt and banking of cash and cheque payments
- Administer petty cash

Feb 2012 – September 2016

Receptionist, Dean's Office, Commerce Division

- Finance One system: Accounts payable, accounts receivable, p-card, purchasing, general ledger and asset modules
- Financial reconciliations, CAPEX tracking purchasing
- Purchasing for the Office or Divisional Staff
- Data entry/reconciliation
- Customer Service
- DHSO for the Commerce Division
- Processing Research Study Leave (RSL) Applications
- Assisting with arrangements for functions
- Booking appointments for the Commerce Academic Manager
- Business School website maintenance and writing content
- Making security arrangements
- Assisting with Business School events and catering
- Room bookings
- Liaising with Property Services
- Assisting staff & students with course approval
- Assisting other business school departments with purchasing of assets, building maintenance issues, room bookings and other general enquiries

Crown Relocations, Dunedin

Oct 2010 – Sept 2011

Destination Service Coordinator/Delivery Driver

- Coordinating international moves
- Coordinating with Operations Manager
- Ensuring the delivery of quality service
- Pinpointing issues within the service and solving them
- Resolving issues and ensuring quality service
- Reporting to corporate account managers and service coordinators
- Facilitating insurance claims
- Administration of the Dunedin quality database
- Arranging delivery of containers from overseas, liaison with MAF and NZ Customs
- Started as a delivery driver, offered 'Destination Coordinator position after one week. Position disestablished Jan 2011, returned to Delivery Driver role
- Liaising with clients, packing items, loading/unloading and driving trucks

Service Foods, Dunedin (Now Link Food Service)

March 2008 – Oct 2010

Delivery Driver

- Delivering frozen food orders in the commercial sector, ensuring accurate documentation, stores tasks, inwards/outwards stock control, forklift operation

Civic Video, Dunedin

Aug 2007 – March 2008

Customer Service

- Key holder, mainly autonomous role. 2IC responsibility, Using point of sale software, Assisting customers, replenishing shelves, general cleaning, Cash handling/Banking/EFTPOS

Real Groovy, Dunedin

Oct 2004 – Aug 2007

Stock Processor/Sales Assistant

- Receiving inwards goods, ensuring all invoices are correct, liaising with suppliers, managing Games department, researching game and hardware reviews via press and internet, customer service, utilising computerised point-of-sale software and a points-based reward system.

Graffix Promotional, Dunedin

Jan 2002 – Oct 2004

Web/Graphic Designer

- Web programming, design and implementation, Photoshop work, image manipulation, working with artists, designers and programmers, Develop technical plan for websites, design and develop visuals and other conceptual ideas, Utilising various Graphic and web-based software packages



Community Involvement

Otago SPCA, Dunedin

2002 - 2010

Dog Handler/Website Designer/Fundraiser/Haven Volunteer

- Paid employment on casual basis as Dog Handler from 2009 - 2010
- Design and implementation of a fully functioning website for the SPCA
- Arranging fundraising events and assisting at them
- Working hands-on at the Dunedin SPCA primarily with dogs – feeding, cleaning, walking, showing dogs to prospective new owners etc.

South Dunedin Vet Clinic

2001

Trainee

- General cleaning, Animal handling, assisting in consultations and surgery. Helping vet nurses with preparing equipment and animals.

Education

Red Cross - First Aid Training 2014

Contented Learners – Web Writing Course 2012

University of Otago – Various ongoing job-related training courses, Finance One Module training

Kokiri Training Centre – Computer training

Aoraki Polytechnic – Certificate in Advertising Design

Aoraki Polytechnic – Certificate in Multimedia and Web Design

Open Polytechnic – Certificate in Computing & Business Admin

Interests & Activities

- *Fitness: dog walking, cycling, Yoga, gym*
- *Animals – all kinds, particular interest in dogs, animal welfare*
- *Watching movies/documentaries, Music, Reading, current affairs*
- *Art & design, photography, Computers, IT and technology*
- *Travel*

Referees

Jo-Ann Bremner

Department Manager

Department of General Practice and Rural Health

University of Otago

Cell: 021 488215

Work: 03 479 7430

Al Martin

Owner/Manager

Graffix Promotional

Cell: 027 221 6102

Email: al@graffix.co.nz

Steph Saunders

*Ex-Manager/South Island Regional Manager
SPCA*

Cell: 027 227 2359

Email: stephsaunders@xtra.co.nz