

## Anthony Legg

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## Personal statement

Having excellent communication, interpersonal and organisational skills, I am able to prioritise effectively to ensure tasks are completed in a timely manner and to a high standard, while exhibiting attention to detail.

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

## Relevant Skills

- > Excellent communication, interpersonal and analytical skills
- > Ability to build and maintain effective working relationships
- > Team participant, enjoy knowledge-sharing and contributing to team objectives
- > Honest, trustworthy, punctual, reliable, and responsible
- > Ambitious; committed to ongoing self-development
- > Open minded approach to new ideas, excellent listening skills

**Languages:** JavaScript, PHP, Python, C#, MySQL, MongoDB

**Frameworks and Tools:** Git, GitHub, React, Vue, Gatsby, Node, VSCode, Contentful CMS, NextJs, Laravel, Composer, Postman

## Project Management Tools:

- > GitHub – Project & Discussion Boards
- > Microsoft Teams – Team Communication and Collaboration

## Experience:

During the Studio 3 project I was responsible for:

- Deployment of the app to the live server
- Implementation of the secure login system
- Debugging issues with Git and GitHub
- Project management – including booking and managing team meetings, facilitated engagement and motivation for the group
- Implementation of following agile principles in group work
- Communication and engagement with client

## Projects:

Studio 3 Studio Management Portal:

[GitHub Repo](https://bit.ly/3kBzaiv): <https://bit.ly/3kBzaiv>

## Employment History

**University of Otago, Dunedin** October 2015 – September 2017

***Postgraduate Administrator, Department of General Practice***

- > Developing and uploading course material online
- > Arranging board meetings, minute taking
- > Advising Postgraduate, PhD, Master's students and academic staff on programme options, application, progress, and completion processes
- > Liaising with academic administrative staff

June 2015-October 2015 (Secondment Position)

***Financial Administrator, Department of Anatomy, Health Sciences Division***

- > Monthly account reporting. Maintaining research grant information
- > Attending monthly meetings with HOD and Management
- > Ensuring AP/AR invoices are processed in a timely manner

Feb 2012 – September 2016

***Receptionist, Dean's Office, Commerce Division***

- > Financial reconciliations, CAPEX tracking purchasing
- > Processing Research Study Leave (RSL) Applications
- > Business School website maintenance and writing content

## Education

Bachelor of Information Technology,  
Otago Polytechnic, 2020-Current.

Certificate in Electrical (Level 4),  
Otago Polytechnic, 2019