**Anthony Legg**

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**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 can 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 can 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***
* ***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***
* ***Committed to ongoing self-development***

**Employment History**

**University of Otago, Dunedin**

October 2015 – September 2016 (Secondment Position)

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

* Marketing postgraduate programmes to prospective and current students
* Administration for postgraduate student enrolments using enrolment portal
* Ensuring university and programme protocols are adhered to
* Developing and uploading course material online for distance students to access
* Arranging board meetings, minute taking, distributing minutes and agendas
* Booking travel and accommodation for academic staff
* Advising Postgraduate, PhD, Masters students and academic staff on programme options, application, progress and completion processes
* Reception duties, assisting with enquiries via face-to-face, telephone or email
* Liaising with academic administrative staff throughout the University

June 2015-October 2015 (Secondment Position)

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

* Finance One system: Accounts payable (using new work-flow system)
* accounts receivable, p-card, purchasing, general ledger and asset modules
* Assist with monthly account reporting for department academic staff. Maintaining research grant information on the Department’s Finance shared file.
* Attending monthly meetings with HOD, Department and Financial Management
* Ensuring AP/AR invoices are processed in a timely manner
* Process reimbursement claims for staff, students and visitors.
* Liaise with Departmental staff, suppliers and Financial Services division (FSD) over Accounts Receivable/Payables enquiries.

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 for the Business School
* Purchasing for the Office or Divisional Staff (via Finance one/Marketsite)
* Assist Business School accounts management staff with data entry/reconciliation
* Customer Service; assisting students and visitors to the Business School
* DHSO for the Commerce Division
* Processing Research Study Leave (RSL) Applications
* Assisting academic staff with arrangements for functions and other duties
* Booking appointments for the Commerce Academic Manager
* Assisting with the Business School website maintenance and writing content
* Keeping receptionist manual up to date
* Data entry for various databases
* Making security arrangements for staff and guests
* Assisting with arrangements for Business School events and catering for guests
* Room bookings for conferences, lectures, student groups events
* Liaising with Property Services regarding Commerce Building maintenance
* Assisting staff & students with course approval and distribution of equipment
* 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 with Corporate Managers
* Coordinating with Operations Manager on international container movement
* Ensuring the delivery of quality service to all customers
* Pinpointing issues within the service and working to eliminating them
* Liaising with clients to resolve issues and ensure quality service
* Reporting to corporate account managers and service coordinators in other branches in New Zealand and around the world
* Facilitating insurance claims on behalf of clients
* Administration of the Dunedin quality database in conjunction with National Quality Management
* Arranging delivery of containers from overseas, including liaison with MAF and NZ Customs on behalf of the client
* Started as a delivery driver, offered ‘Destination Coordinator position after one week. Position disestablished Jan 2011 so returned to Delivery Driver role
* Liaising with clients, packing items, loading/unloading trucks

**Education**

* **Aoraki Polytechnic** – Certificate in Advertising Design
* **Aoraki Polytechnic** – Certificate in Multimedia and Web Design
* **Open Polytechnic** – Certificate in Computing & Business Admin