**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