**Linda Swetman**

12 Whakapono Avenue, Baverstock, Hamilton

Phone: 027 931 7641

freewheeling19@gmail.com

**OBJECTIVE**

Looking for part time and casual work whilst travelling around NZ.

**PERSONAL STATEMENT**

I will be able to draw on multiple past work and life experiences to help me succeed in filling your specific requirements. I created a positive working and social environment at the club that saw an increase in membership and the introduction of a new sport and income stream. Looking to apply my varied skills and 5 ½ years of club management knowledge and experience to any new challenge.

**TECHNICAL SKILLS**

* Purchasing, Banking Reconciliation,
* Proficient in Club Manager and Xero accounting software
* Marketing & Social media marketing platforms
* Word/Excel/Publisher

**PERSONAL SKILLS**

**Management**

* 5 years Manager of Golf Club
* Prepared Fundraising and Grant applications
* Licensee of Club Licence. Duty Manager.
* Planned events, tournaments and weekly/annual programme
* Motivated members, increased membership
* Project managed online and social media marketing
* Sponsorship – new and existing

**Initiative**

* Established new sport FootGolf [first golf club in Waikato]
* Developed new material for online marketing & social media
* Organised social events for fundraising
* President Waikato BOP Golf Managers Association

**Communication**

* Positive, happy, easy going personality
* Replied to and solved member/client enquiries
* Providing great customer service at front desk and bar always a high priority
* Attended monthly board meetings

**WORK HISTORY**

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| **Ngaruawahia Golf Club**  Hamilton July 2019  **Hukanui Golf Club Inc.**  Hamilton  2014 - 2019 | **Marketing and Promotions**  **Manager**   * Lead, supervised, trained and coached a team of four staff * Involved with board helping with policy and purchasing decisions * Licensee for Club Licence, Duty Bar manager * Planned and implemented advertising campaigns, fundraising events, charity tournaments and branding strategies * Fundraising and grant applications * Created a social media presence, Facebook and Neighbourly * Managed stock ordering and tournament prize purchases |
| **Laguna Pools**  Hamilton  2010 - 2014 | **Owner – self employed**   * Sales and marketing * Managed 6 staff * Production and manufacture |
| **LJ’s After School Care**  Hamilton  2001 – 2011 | **Owner – self employed**   * Provided after school care for children * Provided holiday care * Managed staff * Customer service and cash handling |

**QUALIFICATIONS**

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| **LCQ Certificate**  **Duty Managers Licence** | **First Aid Certificate** |

**COMMUNITY AND VOLUNTEER EXPERIENCE**

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| **Nawton Community Centre**  **St Columbas School**  **St Vincent de Paul Society** | * Editor Community Newspaper * Holiday Programme Co-Ordinator * Assisted with organising and running events * Secretary on PTA committee * Secretary local committee * Assisted with funding and grant application |

**ACHIEVEMENTS**

* Community Volunteer of the Year Hamilton City Council Award
* Volunteer of the Year Caltex Award

**INTERESTS**

* My two dogs, reading, bike riding, travel, cooking

**REFEREES**

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| --- | --- |
| Mark Daniel  Editor  Rural News Group  Ph 021 906 723  markd@ruralnews.co.nz | Kay Gregan  Owner  Travel Brokers  Ph 027 337 6222  Kay.gregan@thetravelbrokers.co.nz |