



ROSEMARY HARRIS

CONTACT:

Address: 9 Prudence Place
Mosgiel
Dunedin 9024

Telephone: Business: +64 3 455 6216
Mobile: +64 27 286 9969

Electronic: Email: rosemary@brentwheeler.com
rosemary@boardroompractice.co.nz

ACADEMIC

Qualifications: Otago Chamber of Commerce/Otago Polytechnic Diploma of Business Management 2010

University of Auckland Practice Management Certificate (A-)

POSITIONS AND EMPLOYMENT

Currently: **Brent Wheeler Group Limited – Director/Business Services Manager**
Responsible for management of the Group and Business Services clients (accounting, budgeting, payroll, secretarial, investment services), maintenance of company website and social media platforms.

The Boardroom Practice Limited – Business Services Manager
Responsible for providing management services to the principals and clients including accounting, secretarial, administration of group database, and overall responsibility for company website.

Positions Held: 2011 – 2012 **Otago Polytechnic Nursing School – Invigilator**
Exam supervision services

2011 – 2012 **Columba College – Invigilator**
NCEA Exam supervision services

2004 – 2011 **Southern Audiology Limited - Office Manager**

Responsible for all of the infrastructure, staff and processes required to operate the business along with customer relations. Direct supervision of staff members and arrangements for clinical staff members, including scheduling of internal and external clinics and liaison with external clinic providers. Contract management with ACC and other government agencies and private sector suppliers.

Management accounting tasks, cashflow management, creditors and debtors ledgers, monthly management accounts, payroll and HR management including provision for new positions as the company increased in size. Training of the administration staff.

Evaluation and integration of several IT systems, including Medtech 32 using internal and external systems to provide a fully integrated database.

1999 - 2004 Otago Polytechnic Student Health - Practice Manager

Staff management, management accounts, assisting the manager with annual budget planning, IT manager, maintaining appointment schedules, managing claiming of government subsidies and ACC related claims, reception duties

1993 – 1999 Caversham Physiotherapy Clinic - Receptionist

Sole charge position involving managing appointment books, accounting, claiming of ACC subsidies and reconciliations, reception and telephone duties, assisting physiotherapists

1979 – 1981 DCC Electricity Department- Secretary to General Manager

All secretarial work involved as PA/Secretary to General Manager and his deputy, liaison with various departments, arranging for reporting to GM by departmental heads, dictation and typing of correspondence

7 Years - A variety of positions for Marac Finance Ltd, Challenge Finance Ltd and Broadlands Finance Ltd in the non-bank institutional finance sector working in a number of roles including credit assessment, investor relations, secretarial, PA to the Manager, administration involved in factored accounts, production of monthly reports, typing of correspondence, reception tasks

PROFESSIONAL DEVELOPMENT AND TRAINING

- Otago Chamber of Commerce Inc – Effective Leadership Course
- NZQA National Certificate in Computing
- Lions Club of New Zealand – Leadership Course
- President Dunedin Toroa Lions Club 2008 – 2009
- Treasurer Dunedin Toroa Lions Club 2004 – 2007
- Secretary Dunedin Toroa Lions Club 2009 - 2011
- Basic Life Support & CPR Certificate
- Secretary PMAANZ Annual Conference Committee 2005
- ODHB Treaty of Waitangi Workshop 2004
- Kaikorai Valley College Community Education MYOB Course 2004