



ROSEMARY HARRIS

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Qualifications: Otago Chamber of Commerce/Otago Polytechnic Diploma of Business Management, University of Auckland Practice Management Certificate (A-)

Formerly: Otago Polytechnic Nursing School Invigilator, Columba College NCEA Invigilator, Office Manager Southern Audiology Ltd; Practice Manager, Otago Polytechnic Student Health; Receptionist, Caversham Physiotherapy Clinic; Secretary to General Manager, DCC Electricity Department; Personal Assistant Challenge Finance, Broadlands Finance, Marac Finance Ltd.

Professional Development and Training; NZQA National Certificate in Computing, Otago Chamber of Commerce Effective Leadership Course, Secretary PMAANZ Annual Conference Committee 2005, ODHB Treaty of Waitangi Workshop 2004, Charter Member Dunedin Toroa Lions Club, President Dunedin Toroa Lions Club 2008, Treasurer Dunedin Toroa Lions Club 2004 – 2007, Secretary Dunedin Toroa Lions Club 2009 - 2011

Currently – Director/Business Services Manager, Brent Wheeler Group Limited; Business Services Manager, The Boardroom Practice Limited.

Responsibilities – Last 12 months

Area	Description
Financial Accounts	Responsible for: <ul style="list-style-type: none">▪ Cashflow Management▪ Management accounts▪ All financial reporting to Directors▪ Creditors and Debtors ledgers
Human Resources	Management of staff <ul style="list-style-type: none">▪ Supervision of administration staff▪ Payroll▪ Staff training
IT	Responsible for: <ul style="list-style-type: none">▪ IT Computer Systems▪ Management of network, server and shared drives▪ Responsibility for maintenance of all computer systems used▪ Responsibility for website management