Georgina Guscott



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021 182 8724

D.O.B: 20 September 1980

Nationality: New Zealand

Bachelor of Arts, English Literature

**EMPLOYMENT HISTORY**

**Executive Assistant** **to Group General Manager/Team Support -** Temp Role

Feb 2009 – May 2009

New Zealand Trade & Enterprise, Majestic Centre, 100 Willis St, Wellington

* Providing support to the Education Sector Team including:
  + Issuing invoices and disbursements
  + Organising travel, meetings and calendars
  + Providing support with financials
  + Management of approvals process
  + Project administration and support
* Providing EA support to Group General Manager including:
  + High level calendar management
  + Issuance of financial reports, including variance
  + Collation of sensitive papers
  + Travel and workshop organisation
  + Providing project support to wider team
* Use of MS office suite, JD Edward financial systems, Citrix, Pivotal Client management system, One World, Adobe editing, CardScan

**Administrative Assistant** – Temp Role

Nov 2008 – Dec 2008

IHC, L15 Willbank House, Willis St, Wellington

* Support of six mangers and Administration Team Leader
* Use of Vista and Office 2007

**Professional Development Coordinator** – Temp Role

Aug 2008 – Oct 2008

NZICA, Cigna House, Mercer St, Wellington

* Organisation of PD Courses for NZICA members including:
  + Sourcing presenters
  + Arranging venues
  + Overseeing events
  + Collating feedback
  + High member contact

**Office Administrator**

Oct 2007 – Aug 2008

ATL Systems LTD, L5 Grand Annexe, 84 Boulcott St, Wellington

* Administrative and sales support to Manager and senior salesmen
* Maintenance of office processes
* Organisation of customer functions
* Use of MS Office Professional computer package including Word, Excel, Publisher and Visio including a course in Basic Excel with Ace training
* Purchasing officer
* First point of contact for high priority customers
* Use of CBA finance system
* Preparation of quotes to customers
* Assistance in preparation of RFI responses
* Issuance of invoices

**Executive Assistant to General Manager** – Temp Role

Jan 2007 – Oct 2007

Health Intelligence Ltd, Ewart Hospital, 2a Coromandel St, Newtown, Wellington

* Administrative support
* Organisation and collation of HR processes
* Calendar management using MS Outlook
* Ordering of stationery, building repairs, general supplies, work orders etc
* Meeting, workshop and conference organisation
* Maintenance of office processes
* Minuting and collation of monthly documents for Board of Directors
* Travel bookings
* Organisation of catering and staff functions
* Use of MS Office Professional including Word, Excel, Publisher and Visio
* Use of Citrix

**Administration Secretary/Receptionist** – Temp Role

Dec 2006

NZEI, 178-182 Willis Street, Wellington

* General reception duties
* Travel bookings using ‘Business Direct’
* Use of MS Office Professional computer package
* Mail-out preparation
* Personal assistant duties to four executives
* Meeting minute preparation

**Head Housekeeper/Front of House/Waitress/Barwoman/Receptionist**

Jun 2006 – Jul 2006

Gabriel Court Hotel, Stoke Hill, Stoke Gabriel, Devon TQ9 6SF, UK

* Supervision of all cleaning activities throughout the hotel
* Training of all housekeeping staff
* Re-ordering of supplies
* Greeting and seating guests
* Customer service
* Bar and restaurant duties, including serving drinks, cleaning and dealing with payment
* Checking, re-stocking and re-ordering dry goods for the restaurant and beverages in the bar
* Welcoming guests
* Taking reservations and answering customer inquiries
* Handling check-ins and check-outs
* Use of Active Hotels computer package
* Frequently 2IC to the manger

**Lead Operator**

Dec 2005 – May 2006

Mammoth Mountain Ski Area, Canyon Lift Crew, Mammoth Lakes, California 93546, USA

* Supervision and training of crews of up to six members
* Management and maintenance of on-ramps, off-ramps and funnel areas
* Delegation of tasks, including ticket checking and chairlift operation
* Customer Service
* Crowd Control

**General Assistant**

May 2005 – Oct 2005

Duart Castle, Lochdon, Isle of Mull, Argyll, Scotland, UK

* Customer service in the castle, tearoom, and gift shop
* Cash handling
* Baking for the tearoom
* Guiding visitors in the castle and introducing them to clan history

**English Language Teacher**

Feb 2004 – Feb 2005

Herald School, Kwansangbokhabchungsa, Shinnae-dong, Jungnang-gu, Seoul, Korea

* Teaching classes of up to fifteen students, from kindergarten to high school level
* Event preparation and organisation

**English Language Teacher/Curriculum Leader**

Oct 2002 – Sept 2003

ASK International School, Mido Sang Ga, Daechi Dong, Gangnam Gu, Seoul, Korea

* Teaching classes of up to fifteen students, from elementary to middle school level
* Responsibility for student placement in the “Pioneer Program”
* Organisation and selection of textbooks
* Authorship of exams and curriculum plans

**EDUCATION**

1998 – 2000 Tertiary: Victoria University of Wellington - Bachelor of Arts

Major: English Literature, Minor: Psychology

1993 – 1997 Secondary: Wairarapa College, Masterton

1985 – 1992 Primary/Intermediate: Martinborough School

**VOLUNTEER/CHARITY WORK**

Regular Platelet Donor and Volunteer - NZ Blood Service

Volunteer Labourer - Habitat for Humanity: Berhampore Restoration Project

Coordinator/Group Leader - Ewha Women’s University English Club, Seoul, Korea

**REFEREES**

Richard Vernon

Senior Salesman

Maclean Computing

L5 Grand Annexe

84 Boulcott St, Wellington

P: 021 491 234

E: richardv@maclean.co.nz

Pat McShane

(Former) General Manager

Health Intelligence Ltd

P: 027 562 8993

Sir Lachlan & Lady Mary McLean, Baronet

Chief of the Clan McLean

Duart Castle

Isle of Mull, Scotland

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