

CURRICULUM VITAE
SAMANTHA MARION RUSSELL

PERSONAL DETAILS

SURNAME: Russell

FIRST NAMES: Samantha Marion

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Manukau City
Auckland

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CELLULAR NUMBER: TBA

IDEAL ENVIRONMENT: Working in an environment with my motivator being job satisfaction. I require a career that is challenging and varied. Am a team player, self motivated and I am a quick learner.

COMMUNITY RESPONSIBILITY: Member of the Association of Administration Professionals of New Zealand (AAPNZ)
Ex Vestry Member for the St George's Anglican Church Papatoetoe (3 years),
Committee Member for St George's Anglican Centennial Celebrations,
Committee Member of the Manukau Parents Centre.

PROFESSIONAL EXPERIENCE

Glen Dimplex Australasia Ltd

13 November 2006 to Present

Reports to: Chief Executive Officer

Interacts with: Internal (Senior Executive & Management Team & colleagues) & External Customers

Purpose: To manage the provision of an effective, efficient and quality administration and secretarial service to the Chief Executive.

Objectives:

- Managing and screening of the CEO Diary, meeting requests, email, and typing.
- Prioritising and actioning of correspondence and preparation of drafts in response to correspondence received.
- Following up and liaising with Senior Management Team and staff to ensure CEO's commitments and requirements are met.
- Arranging of meetings and ensuring all pre-meeting information is distributed in advance (i.e. Agenda, copy of previous meeting, etc.).
- Taking of minutes at the meeting and ensuring quick turn-around for members of the meeting.
- Compiling of Board Reports once a month and ensuring copies have been sent to Glen Dimplex Ireland.
- Compilation of Senior Management Team report and distributed in good time for pre-reading to take place.
- Answering the telephone professionally at all times.
- Organising of conferences / events on request from the CEO.
- Organising of travel and accommodation on request.
- Organising of catering when needed.
- Proof-reading of documents to ensure less time wastage.
- Doing Dictaphone typing of any documents the CEO dictates while travelling.
- Meeting and greeting of visitors.
- Ensuring the CEO's time is being used constructively and productively.
- Filing for the CEO and for herself.
- Being pro-active and assertive when needed.
- Not being afraid to try something new.
- Preparing of monthly expenses for sign-off.
- Being an integral part and face of the CEO's day (i.e. knowing what's happening at all times).
- Assisting in the POS material.
- Assisting the Senior Management Team and other staff when she can.
- Ordering of office stationery.
- Assisting in the selection process of direct suppliers (i.e. travel agents, stationery, etc.)
- Formulation of Purchase Orders for Marketing Expenses and for Stationery as well as the receipting.
- Assisting with the Social Club outing organisation.
- Assisting with the organisation of the company's Christmas Staff Party

Accountabilities:

- Delivering a quality and responsive administrative and secretarial service to the CEO.
- Manage, organise and prioritising of workload so as to allow for regular flow within acceptable time frames.
- Maintaining of confidentiality and integrity of correspondence and filing systems.
- Member of the Executive OSH Committee
- Chairperson of the Workers in Action Programme

Rent-a-Dent National Limited 17 January 2005 to 8 November 2006

Executive Assistant to Chief Executive Officer and General Manager
Administration Assistant (Part-Time basis)

Key Function:

- Reception function (answering telephones, faxing, photocopying, taking messages and conveying them, screening calls and addressing enquiries, filing, opening mail and circulating);
- Maintaining company records to meet both statutory and network requirements;
- Building and Maintaining relationship with Franchisees
 - Handling any queries
 - Disbursement of stationery requests
 - Ordering of Business Cards
 - Ordering of office uniforms and the disbursement thereof
 - Disbursements of promotional literature
 - Updating and maintaining a list of all vehicles within Franchise as well as Insurance Lists for the Franchise Group Insurance Scheme
 - Updating and maintaining the Location Maps
 - Updating and maintaining Franchise Listings (all Franchisee information)
 - Ensuring Traffic Infringements are handled correctly and paid on time
 - Ensuring Month-End Reconciliations are received on time and processed
 - Updating and maintaining the Policy and Procedures Manual
 - Disbursement of any correspondence
 - Taking Minutes at the Annual Conference
- Ordering of stationery and promotional material for franchise;
- Ordering of Printing Material required for franchise and franchisees;
- Production of Monthly Figures and Reports;
- Planning, Organising and Co-ordinating of the Annual Conference;
- Co-ordinating Slide Shows using MS PowerPoint (also from External Sources);
- Ensuring all equipment is properly functioning at Conference and / or Meetings (i.e. Laptop, Data Projector, etc.)
- Organising Flights and Accommodation;
- Ensure Marketing Fund Administrator is sent all monies necessary from the Month-End Reconciliations;
- Updating and Maintaining the Company's website;
- Providing management information and reports as required;
- Typing of letters, memo's, reports, etc. as requested;
- Maintaining and Updating a Vehicle and Brand Logo Picture Library on the Server
- Ensuring that the server is backed up daily;
- Liaising with the offsite IT company;
- Account Enquiries;
- Assist with research, compilation of information, production of reports and investigations into various marketing and business development projects;
- Assist with franchise recruitments and transfer process as required;
- Accounts Payables; and
- Account Receivables.

Paslode New Zealand

28 October 2003 to 12 October 2004

Executive Assistant to General Manager and Marketing Manager

Key Function:

1. General Manager:
 - Assisting with proof reading of all departmental documentation and ensuring it is set up correctly and properly;
 - Assisting with the formulation of Management slides;
 - Organising Teambuilding events when required;
 - Taking and typing of minutes, agendas; and any other information;
 - Prioritising workload;
 - General Filing – electronic and cabinet;
 - Organising and co-ordinating the diary (done electronically);
 - Typing and finalising of all documentation in respect of special projects;
 - Providing general support to the rest of the team at all times;
 - Screening telephone calls;
 - Arranging and Booking of flights and accommodation (international & local);
 - Organising meetings and luncheons (when required);
 - Collation and distribution of Monthly Reports;
 - Human Resources function – leave schedules, co-ordination of training needs, maintaining personnel files; and
 - Formulating, capturing and maintaining relevant databases.
2. Marketing & Sales Manager:
 - Producing Marketing Quarterly Reports;
 - Do preparation for slide presentations;
 - Requesting Quotes and ordering of Promotional Items;
 - Carrying out of any special projects;
 - Assisting in the co-ordination of Marketing and Sales Plans;
 - Co-ordination, preparation and presentation of Promotional Material;
 - Design, produce and provide point of sales support material upon request;
 - Maintain and update the photo library;
 - Co-ordinate all advertising bookings for Marketing Department;
 - Graphic design, desktop publishing and other work using interactive software packages; and
 - Liaising with Marketing & Sales staff regarding promotional needs and activities.

EDUCATION

Secondary Education

BOKSBURG HIGH SCHOOL (Johannesburg, South Africa) 1987 to 1991

Tertiary Education

i) **Executive Secretarial Diploma - Kelly Green-Oaks College - 1992**

Excellence achieved:

- ❖ Bookkeeping 95% (Top 12);
- ❖ Project Management (77%);
- ❖ Shorthand (80 wpm); and
- ❖ Business Entertainment.

Pitman international exams:

- ❖ Intermediate Business English;
- ❖ Bookkeeping & Accounts (First Class = Distinction 95% and above)

ii) **Intermediate Bookkeeping Diploma - Birnam College - 1995**

I obtained a distinction in the final exams. This diploma allows me to work with books up to the Balance Sheet.

iii) **Graduate Diploma in Marketing Management - The Institute of Marketing Management (IMM) [M + 3] (B Com)**

Period: July 1996 – December 2000

Subjects completed:

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| <ul style="list-style-type: none">• Principles of Marketing;• Principles of Economics;• Principles of Consumer Buyer Behaviour;• Principles of Business Management;• Principles of Business Law*;• Practice of Marketing;• Principles of Business Communication; | <ul style="list-style-type: none">• Quantitative Methods for Marketing Decisions (Stat's);• Principles of Marketing Communication;• Financial Aspects of Marketing;• Practice of Market Research;• International Marketing; and• Marketing Strategy (Case Study). <p><i>* denotes distinction received</i></p> |
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On-the-Job Education

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| <ul style="list-style-type: none">• St John's First Aid Course – 2007• Excel 2003 Level 2 & 3 - 2007• St John's First Aid Course – 2004• Health and Safety Representative Course - 2002• First Aid Refresher Course – Level 1 & Child CPR - 2002• First Aid Level 1 – 2001• X-Pert Project Administration - 2000 IIR Training – PowerPoint for Secretaries and PA's (Presentations) – 2000 | <ul style="list-style-type: none">• X-Pert Project Management Tools, Techniques and Processes - 2000• Power Point 97 - 1998• Introduction to Excel 97 - 1998• Excel 97 Intermediate - 1998• PageMaker Course - 1996• Insurance Institute of South Africa Certificate of Proficiency - 1995• MS Word Intermediate Course - 1995• MS Word Beginners Course - 1994 |
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PROFESSIONAL EXPERIENCE (SOUTH AFRICA)

Vodacom (Pty) Ltd (Sister Company of Vodafone)

21 September 1998 to 02 January 2003

PA to Executive HOD: Finance New Business Development Division: Douglas Lubbe,
Stand-In PA to Finance Director of Vodacom (Pty) Ltd: Johan van der Watt
PA to General Manager (Finance Director): Finance.

KEY FUNCTION:

- Assisting with proof reading of all departmental documentation and ensuring it is set up correctly and properly;
- Assisting with the proof-reading of the Quarterly Board Reports;
- Do preparation for slide presentations;
- Do monthly Divisional Progress Reports;
- Assisting with the formulation of Management slides;
- Organising Teambuilding events for the divisions;
- Formulating Project Plans;
- Taking and typing of minutes, scope of work, agendas; and any other information;
- Typing of reports for submissions;
- General Filing – electronic and cabinet;
- Organising and co-ordinating the diary (done electronically);
- Prioritising workload;
- Organising Workshops to capture all information with regards to new projects;
- Typing and finalising of all documentation in respect of special projects;
- Providing general support to the rest of the team at all times;
- Controlling of all projects;
- Ordering and controlling stationery;
- Liaising with required people with regards to projects;
- Dictation and Dicta-typing;
- Screening mail;
- Screening telephone calls;
- Organising meetings and luncheons (when required);
- Arranging and Booking of flights (international & local)
- Booking of hotel facilities, car rentals, etc.
- Controlling of all invoices/faxes/internal mail received for payment and processing on Oracle;
- Controlling of all bursary forms requiring payment; and
- Controlling and gaining feedback for all marketing expenses;

REPORT GENERATION:

Planning, designing, generating and distributing 3 monthly reports.

These reports are as follows:

- Finance Project Management Division Progress Report
- Financial Management Division Progress Report
- Finance New Business Development Progress Report

These reports were distributed to Management within the department as well as the Finance Director regarding progress, training, attaining department targets, leave schedules, departmental organograms, departmental project register and the progress thereof as well as attaching a HR calendar which stated all the leave dates,

i) Project Support Office:

- Controlling the progress of the various projects taking place within the various departments;
- Keeping a electronic library of the documentation received, Ensuring that the policies and procedures were being adhered to, Reporting on a monthly basis on the status of the various projects, etc.

ii) Generic Office Support Guide for all company Secretaries and Personal Assistants:

Responsible for doing Finance and Travel sections.

iii) New Employee Handbook:

Designed and implemented for the sole purpose of helping a new person to settle in to the department as easily and as quickly as possible.

iv) Project Support Office Informational Booklet/Handbook:

Developed to help all personnel who are responsible for their various projects, to be able to determine what a project is, registering the project, what forms need to be filled in, what needs to be signed off first, how to access their electronic folder containing their various projects, the roles and responsibilities of the Project Team, common questions and answers, and how to access the Intranet in order to pull off the necessary templates which will help them to define and register their project easily.

Standard Corporate and Merchant Bank

Personal Assistant to Marketing and Strategic Development Manager

Asset Management Division & SCMB Partnership Fund:

1 November 1995 – 02 July 1998

THE MAIN PURPOSE OF MY JOB WAS:

To provide support to the Marketing and Strategic Development Manager, the Product Development Manager and the Legal and Technical Manager, as well as to the rest of the team. Organising of Events for Division (i.e. Million Dollar Golf Tournament, Theatre, Action Cricket Team, etc.

SCMB Partnership Fund:

PURPOSE OF MY JOB WAS:

- Assist team with the launch (organising Cocktail party, questionnaires, etc) of new division;
- Liaising with the Advertising Agency
- Developing and Ordering of new office stationery (i.e. letterheads, fax sheets, etc.)
- Typing of occasional correspondence (faxes, letters, memo's, etc.);
- Typing of Board Papers;
- Typing of any legal documents as and when required;
- Screening telephone calls;
- Booking of flights, hotels car rentals, etc. and
- Providing general support to the rest of the team at all times.

AA Life

1 November 1994 – 30 October 1995

Training Department Secretary/Co-Ordinator

PURPOSE OF THE JOB:

To ensure smooth running of all administration aspects of the department, typing of correspondence, manuals accurately, as well as to ensure course material requirements are met.

First National Bank

4 January 1993 – 1 November 1994

Distribution Clerk

REFERENCES

Colin Mitten
Ex Chief Executive Officer
Glen Dimplex Australasia Ltd
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Tina Yakas
Ex Human Resources Manager
Glen Dimplex Australasia Ltd
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Original Letters Of References Available Upon Request.