

Terry Davis

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Objective

Having recently completed a Bachelor of Applied Management, and as an efficient multitasker, I am excited to begin a career involved around event logistics. I am a hardworking, highly organised and focused individual, seeking an entry position within an Event Planning team.

Skills

- **Organisation** – ability to work on several projects at once, evidenced during my internship with the Dunedin City Council assisting in the preparation of several events
- **Negotiation** – used questioning, listening and clarifying techniques to seek the best possible outcome for all parties with organisation of Thieves Alley market
- **Customer Service** - maintained great relationships by remaining courteous and calm at all times when communicating with various stall holders while on placement
- **Creativity** – thrive in creative environments, introducing new ideas and being spontaneous when needed
- **Resilience and Adaptability** – Able to quickly alter plans to accommodate changing client needs when working under pressure to meet tight deadlines
- **Technical Skills** - using Microsoft Word, Excel, Access, PowerPoint and Infusion Business Solutions. Clean Drivers Licence

Education

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| Bachelor of Applied Business Management (Event Management and Strategic Management) | |
| Otago Polytechnic | 2019 |
| Certificate in Foundation Studies (Business) Level 4 | |
| Otago Polytechnic | 2016 |
| Certificate in Life Skills Level 3 | |
| Aoraki Polytechnic | 2011 |

Placements

Dunedin City Council (200 hours) **March – September 2019**

- Supporting the Event manager with coordinating and planning the lighting of the Christmas tree, Santa parade, New Year's Eve and Thieves Alley Market

Dunedin Venues Management Limited (100 hours) **May – September 2018**

- Completing administration duties, event enquiries, general front desk duties, helping during events.

Work History

Office administrator

Plus One Business Solutions, Oamaru **2012- 2015**

- Processing accounts, data entry, compiling monthly account statements, staff wage processing, and general front desk customer service.

Volunteer Work

- OPSA sausage sizzle fundraiser for Women's Refuge **2017**

Awards and Achievements

- Best all round Event Management student, Otago Polytechnic **2018**
- Duke of Edinburgh Award – bronze **2010**

Interests & Hobbies

- Music, reading, art, fitness

References

Heather Henderson
Event Manager, Dunedin City Council
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Debra Dale
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