CURRICULUM VITAE OF MARIA SOMERS

**PERSONAL DETAILS**

**Name:**  Maria Somers

**Address:**  Gordonton, Hamilton

**Cellphone:**  021 241 5555

**Personal Statement:** I am an articulate committed professional. I’m collaborative, organised, detail oriented and with high computer literacy.  Discrete and confidential, impeccable organisational skills and ability to multitask.  I have great networking skills and build relationships throughout the organisation to ensure I can be effective.  I am comfortable making key decisions and problem solving under pressure.   I thrive on change and flexibility; I have an excellent work ethic and am looking to progress my career to a position of responsibility.

**Education:**

2013-2018 Graduate Diploma in Business (Management) - graduated with B average

**Papers achieved:**

* Change Management
* Business and Society,
* Project Management,
* Organisational Behaviour,
* Strategic Management and Governance,
* Change Management
* Organisational Communication
* Equity and Diversity in the workplace
* Principles of Marketing

**Team Leader Toolbox – EMA 2018**

**Dealing with difficult people – EMA 2018**

EMPLOYMENT DETAILS

**ZIWI LIMITED  - January 2019 – current**

**Office Manager/Executive Assistant**

ZIWI® was founded Mount Maunganui in 2004 by Peter and Kimberly Mitchell. Combining their 20+ years of experience in the meat industry with their passion for pets and nutrition, they modernised and refined the centuries-old artisan technique of preserving meats to create an innovative new category—an alternative to raw category, pioneering the world’s first air-dried food.  The brand mirrored the ‘Whole Prey Diet’ concept suitable for carnivores.  Only NZ sourced ingredients with high meat & fish content were used.  ZIWI Peak was positioned to capture the strong growth in the emerging “natural high meat” category that today dominates the global market in new pet food developments.  The company has grown at over 40% per annum, employing over 190 people globally and exporting to over 25 countries. The ZIWI Peak brand is the global leader in the natural whole prey diet category.  Manufacturing capacity expanding continually to meet demand. Quality assurance is guaranteed through demanding government regulatory certification coupled with very strong internal QA processes

**My Role**

I was employed to support the Managing Director, Senior Leadership Team and the Marketing Team, core responsibilities ranged from booking travel and managing diaries for the MD, and the wider SLT group meetings, through to creating presentations and research for the Marketing team.  I managed the development of our new office space, from conception to the final move, this included sourcing interior design support, and working closely with the team to get the look/feel we wanted for the space.

The role has expanded and grown to include sole responsibility for the New Zealand SharePoint site development, both internal (intranet) sites, as well as external facing portals for our distributors to access content for their Sales programs.

I have organised SLT offsite meetings, which involved sourcing venues, accommodation, supporting the team and manging the meeting agenda, note taking and followup actions.

My role is hugely varied, and I get pulled into projects that need extra support or horsepower to get them moving.  I work collaboratively and leverage by my own power as well as the deferred power of my MD and SLT members in order to get results.

**Key Achievements**

1. Managed from conception to completion the design and move to new premises
2. Managing design and development of the office/administration areas for new facility in Napier
3. Managed and developed SharePoint introduction to the organisation and development of sites for both internal and external access
4. Supported the transition from Microsoft office, to Office 365
5. Arranged various company events from conception to completion
6. Roadshows and Townhall meetings across multiple sites and shift patterns
7. Working closely with Immigration Lawyer to facilitate the entry into NZ for various engineers to complete installation of equipment in Napier, due to Covid restrictions and border closures

**AUCKLAND EYE LIMITED– April 2017 – December 2018**

**Reception Coordinator**

Auckland Eye Limited is the largest private sub-speciality ophthalmology provider in New Zealand. Its services include clinic-based consultations, minor procedures and full ophthalmology procedures in the day stay centre - Oasis Surgical.

The main site is in Remuera and there are peripheral clinics of varying sizes and capacities across Auckland including several peripheral hubs that are staffed by the reception team and nursing staff depending on the size of the location.

**Key Achievements**

1. Guided team through internal reorganisation, this involved retaining key team members and ensuring they felt secure and valued during the change process.  Recruiting new team members once the change program settled down, training new team members and stabilising the team and working closely with longer term team members to ensure they remained engaged and positive through what is always a trying time.
2. New workflow developed and implemented which allows for greater clarity in the roles of team members within the rostered start times.
3. Supported the implementation of new phone system – ensuring all team members have the equipment and training they need to be successful.
4. Implemented new rosters to reflect direction CEO required for all team members to be able to cover all locations as required.  This required training of all team members and ensuring they recognised the importance of the change as we implemented it
5. Reviewed processes and made improvements in collaboration with team members to alleviate bottle neck’s in flow of patient referrals from time of receipt to being booked.
6. Implemented new call flow to enable calls to be picked up remotely by receptionists at peripheral clinics when load is high at main clinic.

**COMPETENZ**

**Executive Assistant to CEO and Board Secretary – February 2016 – April 2017**

Competenz is one of New Zealand’s industry training organisations. We work with over 3,500 companies and 20,000+ learners in 37 industries around New Zealand each year to build skills, careers and businesses. Most learning takes place on-the-job.

**Key achievements:**

1. Managed the implementation and transition from paper Board papers across to electronic format, worked closely with CEO in order select appropriate software.  Business case presented and accepted
2. Planned and facilitated Competenz Board meetings around NZ.  Involved coordinating with multiple stakeholders (both internal and external) on logistics of customer and key stakeholder attendance at Board functions and Customer Site visits.  Organized all travel, presentation and general facilitation of this series of events for SLT and Board members
3. Planned and facilitated CEO Roadshows around NZ.  Involved coordinating with multiple Regional Managers on logistics of staff attendance
4. Reviewed and streamlined reporting from Senior Leadership Team, to allow for better visibility at Board level of the business outcomes
5. Reviewed and streamlined CEO report to the Board

**NGATI WHATUA ORAKEI – WHAI MAIA LIMITED**

**Executive Assistant to CEO and Board Secretary - December 2014 – December 2015**

Ngāti Whātua Ōrākei Whai Maia Limited is the tribal development arm of the Ngāti Whātua Ōrākei Group. As Executive Assistant and Board Secretary I have implemented and managed a number of key projects and lifted the reporting capability of the management team to a level that gives the Board a clear view of what is happening in the various areas of the business. Some of the key projects and initiatives that I have led include:

**Key achievements:**

1. Project managed the research and implementation of an online system for Board documents. We now have excellent governance control, timely and accurate papers, efficiencies and cost savings. The system has been so successful I have implemented the system for the Senior Management Team also.
2. Revamped the Whai Maia Limited Report to the Ngāti Whātua Ōrākei Trust Board – format updated and streamlined, included consultation with governance entities to buy into the changes.
3. Events –set up and coordinated the welcome of new staff onto the Ngāti Whātua Ōrākei Marae (Powhiri). This required research and collaboration with a variety of stakeholders to ensure protocols are adhered to.
4. Staff Engagement:
   1. Staff Survey – project-managed the Staff Engagement Survey, including comms to staff and subsequent data analysis
   2. Worked alongside the General Manager Organisation Capability to run staff engagement workshops and ensure feedback was fed into the Annual Planning process
   3. Designed a new Employee Recognition programme based on company values and created the recommendation paper to Senior Management and the Board
   4. Legislation Compliance Survey – responsible for the implementation and completion, including feedback to the Board on the outcomes and gap analysis to enable the Board to assess what (if any) risks there might be
   5. Managed recruitment process for professional staff alongside CEO and relevant manager

**AUCKLAND EYE LIMITED – AUCKLAND**

**Executive Assistant to CEO - August 2007 to November 2014**

Auckland Eye is a privately owned Ophthalmology practice. There were 12 Ophthalmologists who worked within it during my time with over 80 staff employed across the whole business. The main site has clinic rooms and state of the art surgical facility on site, it is the only quality accredited Ophthalmology practice in Auckland:

In addition to day to day duties, I was tasked with a number of quality management duties for the Quality Standards Audit in EQUiP which is an Australian standard for Health care providers.

**Key projects I have led:**

1. Managed the Document Control section of the Corporate Function in the Accreditation Audit of all company policies and procedures to achieve Excellence rating
2. Development and mentoring of Health and Safety Representatives, rewrite and clean-up of all policies and procedures. Excellence rating achieved for Health and Safety area in Accreditation Audit.
3. Change Management - Project managed key aspects of the implementation of new Patient Management System. Facilitated training of staff and managers throughout project.
4. Project managed Stage 1 of Refurbishment project for clinic. Co-ordinated with external contractors, internal stakeholders, management and staff in the movement of services, furniture and fittings.  On time and to budget
5. Managed key supplier relationships which included IT, Equipment and office supplies
6. Event management for the CEO Office and Directors, events delivered on budget and to specifications
7. Managed recruitment process for professional staff alongside CEO and relevant manager.

**AUCKLAND EYE LIMTED - AUCKLAND**

**Business Development Manager – Maternity Leave Cover– July 2012 - February 2013 Key achievements:**

1. Project managed the launch of Auckland Eye Manual to GP’s and Optometrists in Auckland and wider NZ market. Met distribution targets
2. Responsible for setup and attendance at trade shows –designed stand and co-ordination of equipment and stock.  Met lead targets
3. Tracked and managed leads and built relationships with GP’s and Optometrists in order to build referral base for practice to drive revenue growth
4. Managed the overhaul of Auckland Eye Website which was a 6 month project – delivered on-time and to budget
5. Managed Optometrist and GP events

**RD2 INTERNATIONAL LTD, AUCKLAND Executive Assistant- January 2006 – June 2007 Key achievements:**

1. EA support to 2 Directors
2. Manged the creation of filing systems, office protocols and general setup as this was a new role
3. NZ and Melbourne Foodshow attendance with new products being imported to NZ market, manged arrangement for stand display, product to sample, information for purchasers. Follow-up of leads.

**CARTER HOLT HARVEY WOODPRODUCTS, AUCKLAND**

**Marketing Promotions Assistant – August 2005 – December 2005**

1. Assist in preparation of sales promotions and materials, i.e. advertising campaigns, direct mails, editorials and press releases aimed at target.
2. Inform sales team of category plans
3. Reporting sales results and in creating customer solutions to maximise margins. Monitor market/industry trends and competitor activity

**CARTER HOLT HARVEY WOODPRODUCTS, AUCKLAND**

**Personal Assistant to Chief Executive and Lead Team – August 2004 – August 2005 Key achievements:**

1. Co-ordinate Woodproducts conferences – venue sourcing, accommodation, transportation, entertainment and meals for attendees
2. Sourcing a range of promotional merchandise, arrange branding of product

**CARTER HOLT HARVEY – AUCKLAND**

**Personal Assistant – Tax Department - January 2001 – July 2004**

**FLETCHER CHALLENGE ENERGY, AUCKLAND**

**Personal Assistant – Commercial Services – March 1998 – December 2000**

**FLETCHER CHALLENGE ENERGY, AUCKLAND**

**Secretary – Finance and Technical Departments – November 1996 – March 1998**