



leigh kenney

V I R T U A L A S S I S T A N T

experience

Leigh Kenney | V.A. **2017**

- Assisting various clients in their administrative needs on an ongoing basis or one-off

Golder Associates | Project Administrator **2012-to present.**

- Assisting Project Managers with their project budgets and invoicing
- Specialising in one large client with particular needs and processes

X-Net Technologies Ltd | Service Coordinator/Office Manager **2005-2012**

- Coordinated all service calls for IT Company
- Monthly invoicing and product ordering
- General admin of running the company

education

Diploma of Proofreading and Editing | New Zealand Institute of Business Studies **2013-2014**

Certificate in Art – Majoring in History | Massey University **2004-2008**

skills

- MS Word, Excel etc
- Google
- Trello
- Dropbox
- Xero
- Canva
- Social Media ie Facebook, Twitter, Instagram etc
- Buffer

profile

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volunteer experience

2016—present—Driver—Good Bitches Baking

2014—present—De Paul House

2012—Team Manager for North Harbour Hockey U13 Hatch Team

2012—Team Manager for Rosmini Intermediate A Hockey team - Champions

2011—Team Manager for Rosmini Intermediate A Hockey team - Champions

2010—Team Manager for North Harbour Primary Boys A Reps - Champions

2003 – 2009—Team Manager for my children's soccer teams

2007 – 2010—Team Manager for my children's hockey teams

2006 – 2010—Parent leader for my children's athletics/cross country groups

2007 – 2009—Assistant Walking School Bus Coordinator

2002 – 2009—Database Manager – NZMBA

2000 – 2006—Various office positions in the NSMBC

previous work experience

• 1996-1999—PPA, Dept. of Internal Affairs, Casino Supervision & Inspection, Auckland

• 1995-1996— Admin Assistant, Ministry of Civil Defence, Wellington

• 1994-1995—PPA, A/C Assistant, Property Manager, Receptionist, Kitchener Investments

• 1993-1994—Claims Officer, Commercial Union Travel Insurance

• 1984-1993—Details and references can be given