

I am honored to present my nomination for the board of the Association of Administrative Professionals NZ Inc. With over 15 years of experience in administration, office management, project and event management, and customer service, I bring a wealth of expertise and a self-motivated approach to this role.

Throughout my career, I have consistently demonstrated a strong commitment to excellence in administrative support and ensuring smooth office operations. As an administrator, I possess a diverse skill set that encompasses diary management, IT support, office maintenance, HR operations, and the enforcement of office standards to drive performance improvements and operational efficiencies.

As an experienced executive assistant and office manager, I have successfully navigated various aspects of the profession. I have honed my abilities in providing high-level executive support and adeptly managing staff and inter-office relationships. By fostering effective communication channels and streamlining administrative processes, I have consistently ensured that all aspects of office administration are carried out effectively and efficiently.

I take immense pride in being a male professional in a predominantly female-dominated industry. By bringing a fresh perspective and diverse insights to the table, I have embraced the opportunity to contribute to the growth and diversity of the administrative profession. I strongly believe that inclusivity and gender diversity are vital for the continued success of the industry and the Association.

In addition to my professional pursuits, I prioritize maintaining a balanced lifestyle. In my spare time, I find solace in being close to the water, engaging in meditation, and taking rejuvenating walks. These activities help me foster a sense of tranquility, which in turn enhances my ability to approach professional challenges with a calm demeanor and innovative ideas.

As a nominee for the board of the Association of Administrative Professionals NZ Inc., I am deeply committed to leveraging my skills, experience, and passion to contribute to the organization's objectives. I aim to champion the growth and professional development of administrative professionals, while also promoting inclusivity and gender diversity within the industry.

I am grateful for the opportunity to present my nomination, and I am excited about the possibility of serving on the board. Thank you for considering my candidacy, and I look forward to the opportunity to make a meaningful contribution to the Association of Administrative Professionals NZ Inc. and its members.