



PHILIPPA OWEN
OFFICE MANAGER
CURRICULUM VITAE

PHILIPPA OWEN CV



PROFILE

Philippa is a passionate and dedicated administration professional with key skills in client communications and employee relations. Having experience across several industries, she is adaptable to the varying demands of different environments. Philippa has spent 20 years working in the construction industry with a focus on improving and embracing Health and Safety across the teams she works within.

Philippa's efficient organisational abilities and attention to detail ensure that she provides a high standard of support to team members. Working with the team in a collaborative environment, Philippa ensures the focus is on the talents of the individual to encourage and benefit the whole team. Her client focussed approach and systematic attitude ensures a consistently exceptional level of service. Results driven, working with her strengths Philippa strives to deliver results that are tailored to the project.

QUALIFICATIONS

New Zealand Certificate in Workplace Health and Safety – Level 3, The Learning Wave, Auckland, 2019

Quality Management and Internal Auditor – International Certification, Auckland, 2015

ATITB Level 2, Bay of Plenty Polytechnical, Tauranga, 1993

CAREER HISTORY

2019 – Present, Office Manager – Structus Consulting Limited

2007 – 2019, Office Manager –Chelsea Contracting Auckland

2006 – 2019, Self employed consultant for small business in management and accounts support – PNJ Consulting Auckland

1994 – 2001, Branch Manager, Special Projects, Foreign Exchange, Travel Consultant - Thomas Cook, Tauranga and Auckland

MANAGEMENT SKILLS

- Excellent communication skills with the ability to interact effectively with a variety of stakeholders at all levels
- People focussed, placing a high value on building and maintaining both internal and external relationships
- Able to work autonomously as well as being a committed part of a cohesive team environment
- Leadership of small multi discipline teams on various projects

TECHNICAL SKILLS

- Efficient and accurate management and reconciliation of client accounts
- Proficient use of accounting packages and foreign currency accounts transactions
- Budgets and cost forecasting
- Assistance with management and implementation of systems and procedures
- Health & Safety representative
- Function and event management
- Management of travel requirements including bookings and expenses

