

VICTORIA (TORI) PEDEN



OBJECTIVE

To find a role that is varied and fulfilling with an organisation that appreciates their staff.

SKILLS

I am a loyal passionate person that enjoys a variety of different roles, I work well with others, and I am happy to work independently. I can think outside the square and am happy to find solutions to problems. I enjoy being challenged.

EXPERIENCE

MANAGER • HANDMADE STUDIO CHARITABLE TRUST • DEC 2019 – OCT 2023

Managing all aspects of this not-for-profit organisation, including grant applications and accounts management using MYOB. Working in collaboration with trustee to further the organisation that supports people with disabilities reach their potential. Liaise with Ministry of Social Development (MSD), funders and sponsors. Work directly with our high needs' members, to support their development. Liaise with Canterbury Disability Support Network and other organisations in the disability sector. As well as managing all areas of the business, which included a broad range of Microsoft Office applications.

OPERATIONS MANAGER • CAFÉ VALENTINO LIMITED • JAN 2019 - DEC 2019

Managing 32 staff and all administration for an established large inner-city restaurant. Marketing, promotions, conflict resolutions, contract negotiations, company analysis as well as working closely with accountants and lawyers. Payroll, debtors/creditors using MYOB, account reconciliation, GST, PAYE and other tax obligations.

OFFICE MANAGER/CO-OWNER • BANKS PENINSULA AUTOMOTIVE LTD • APRIL 2013 – Now

Managing all areas of our business administration, from accounts receivable and payable, to Payroll, PAYE, and GST filing, using MYOB. General reception duties as well as logistics and marketing, job sheet reconciliation and other office duties using Microsoft Office. Support our technical staff with project management.

COMMUNITY BOARD MEMEER • BANKS PENINSULA COMMUNITY BOARD (CCC) • OCTOBER 2016 – 2022 BOARD CHAIR 2019 - 2022

Council governance at a local level through delegations, supporting community groups and projects, advocacy.

TECHNICAL SALES/ADMINISTRATION • AIRFLOW ENGINEERING (SI) LTD • APRIL 2006 – MAY 2018

Initially, general administration, accounts and manufacturing of goods. Then technical sales and quoting in ventilation equipment. Project managed jobs from quoting through to dispatch of goods, managed all areas of accounts on MYOB through to reconciliation, assisted with light manufacturing, customer service and logistics.

FRANCHISEE/DRIVER • FASTWAYS COURIERS CANTERBURY • APRIL 2005 – MARCH 2006

Small business management, time management, customer service, logistics.

GOVERNANCE EXPERIENCE

BOARD MEMBER • BANKS PENINSULA COMMUNITY BOARD CHRISTCHURCH CITY COUNCIL • **OCTOBER 2016 – OCTOBER 2022**

BOARD CHAIR 2019 – OCTOBER 2022

Council governance at a local level through delegations, supporting community groups and projects, advocacy.

BOARD MEMBER • WAITAHA PRIMARY HEALTH BOARD

• FEBRUARY 2022 – MAY 2023

Governance Board of a primary health organisation.

COMMITTEE MEMBER • BANKS PENINSULA WATER ZONE COMMITTEE (CCC ECAN)

• MAY 2021 – Now

Working in a combined committee of CCC, ECAN elected members and staff, Papatipu Rūnanga representatives and community representatives. This group's focus is on the betterment of the waterways in Banks Peninsula.

TRUSTEE • LITTLE RIVER WIAREWA COMMUNITY TRUST

• OCTOBER 2012 – OCTOBER 2015

Trustee on a local community trust set up to promote, increase participation and later secure funding for local projects and assets.

VOLUNTEER EXPERIENCE

- Federation of New Zealand Ostomy Societies • Executive 2023
- Canterbury Ostomy Society • Member/President 2020 - Now
- Heart Kids Canterbury • Committee Member/Chair • 2017 – 2021
- Keep Christchurch Beautiful • Board member • 2016 - Now
- Little River River Ratings District • Committee Member • 2016 - Now
- Awa-iti Reserve Management Committee • Committee Member • 2016 – Now
- Little River Support Group INC • Committee member • 2016 - 2019
(Treasurer Jan 2016 - Sep 2018)
- Neighbourhood Support Canterbury • Committee Member • Regional Coordinator-Banks Peninsula • 2014 – Now
- Little River Playcentre • Committee Member (many office bearer roles) • 2011 - 2019
- Girl Guiding New Zealand • Leader • 2007 – 2011
- YMCA • Youth leader/Camp leader • 1997-2000
- STATIC (Senior Teamwork and Technique Instructors Course) Youth leadership programme • Participant – Instructor • 1996-2006