



ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS NEW ZEALAND INC

Citation for AAPNZ Certification 2004

Brenda Wallace, (Associate)

Current position:

- 1. Contract Project Administrator, Society Policy Evaluation and Research (SPEaR) Secretariat, Ministry of Social Development.** 20 hours per week on a short-term contract (6 months March-Sept 2004). Provide administrative services for the Secretariat, which services the SPEaR committee (an inter-agency committee that coordinates and prioritises the NZ Government's spending on social policy evaluation and research).
- 2. Contract Project Manager, Business Development Unit, Air and Marine, NZ Customs Service.** 20 hours per week on a short-term contract (3.5 months June to Oct 2004). Work on projects centred on biometric technologies and relationship management, including continuing the NZ Biometrics Forum, an inter-agency group with an interest in new technologies.
- 3. Editor, *adminZ Magazine*, since March 2004** (with responsibility for the June 2004 and subsequent issues). Edit and oversee the production of the quarterly magazine of AAPNZ.

AAPNZ Involvement:

Wellington Group

- *Member since September 1990*
- *Membership Secretary 1992-1994*
- *Leader, AGM Sub-committee 2000*
- *Member of Year Award 2002*
- *Member, APD Breakfast Sub-committee 2002*

National Executive Committee (NEC)

Minute Secretary (ex-officio) 2002-2003

Tertiary Qualifications:

- *NZ Diploma in Business, Massey University 2002*
- *NZIM Diploma in Management, 2002*

Informal Learning Experiences

- *Public Relations course, Massey University, Semester 2, 2002*
- *Attendance at Stars 2000 Conference, Wellington*
- *Attendance at AAPNZ AGMs 2002 (Wellington) and Rotorua (2003)*
- *Microsoft training courses – Frontpage, Access, Word 2000*

Brenda Wallace

WELLINGTON