



ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS
NEW ZEALAND INC

Te Kawarangi

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Citation for AAPNZ Certification 2007

Moira Jones
AAPNZ Fellow, Assoc.

Position:

Moira has 20 years experience as an administrative professional in New Zealand. She has had roles as office clerk; front line receptionist; personal assistant (PA) to General Manager; PA to Director Food Biosecurity & Science Policy; and PA to Director New Zealand. Office Manager for husbands' small aluminium manufacturing business for 3 years part time and evenings; ran her own professional dressmaking business from home for 15 years; and 1 year as a sales marketing and woman truck driver.

AAPNZ Involvement:

- 2006 Inaugural Office Professional Year Award recipient;
- Holding roles of Immediate Past Group President; Group President; Job Register; Newsletter Distribution; Membership Secretary; Chairperson for APD breakfast; Co-convenor APD; Working Programme Co-convenor 25th Birthday;
- Social Co-convenor of the Stars 2000 International Conference;
- 1998 Awarded Wellington Group Member of the Year Award; and
- Member since August 1994.

Tertiary Qualifications:

- National Diploma in Business Administration Level 5

Informal Learning Experiences:

- 2007 guest speaker and attended the International Quality & Productivity Centre (IQPC) Executive Assistant & Personal Assistant NZ Conference in Wellington;
- 2007/2006 Member of the Wellington Toastmasters Group and active speaking member;
- 2006 guest speaker and attended the Canberra Liquid Learning PA/EA Administrative Professional Conference;
- 2006 guest speaker and attended the 6th Annual Executive/Management Assistant Conferenz Auckland Conference;
- Attendance at AAPNZ AGMs and Conferences, regularly since 1994.

Moira Jones
Wellington
14 June 2007