



SHARNEECE JOYCE

CURRICULUM VITAE

Sharneece has skills in social media management, leadership, management, finance, administration, operational planning, compliance, health & safety, human resourcing (HR), mental health, policy, youth work and teaching.

She is highly motivated, result driven and passionate about learning and achieving through education & applied knowledge.

She has sound knowledge and understand of Te Ao Māori, Mātauranga Māori, Māori Principles, Protocols & Tikanga. And gaining confidence in Te Reo Māori.

She is actively engaged with her community, local marae, youth of the area, Kaipara District Council, Whangarei District Council, New Zealand Police, Department of Conservation and other organisations in the Northland area.

CONTACT

✉ KaotikKollections@hotmail.com

☎ 021-148-2797

📍 Whangarei, NZ

EXPERTISE

- Social Media Management
- Tikanga Māori
- Te Reo Māori
- Operations
- Finance & Administration
- Human Resourcing (HR)
- Health & Safety
- Mental Health & Hauora
- Teaching & Facilitation
- Communications & Branding
- Zoom
- Live-streaming
- Leadership
- Management
- Planning

WORK EXPERIENCE

MANAGING DIRECTOR 2015 - 2022
Kaotik Kollections Limited - Virtual Consultancy
Contract Basis – Fee for service

Contracting to organisations as a Virtual Consultant (VC)

- **MEA - Kaitakawaenga: Social Media Management, Reporting, Communications and Design.**
- **THE PRINCE'S TRUST NZ: Kaiawhina & Facilitator:** Student Support & Recruitment, Event management & Co-ordination, Tech Support – Zoom, Social Media, Streaming, Graphic Design, Advertisement, Branding & Marketing, Social Media Management, Partnership Networking & Relationship Management, Programme Facilitation & Teaching – Enterprise.
- **AR & ASSOCIATES - Iwi & Cultural Advisor:** Iwi/Hapu & Treaty Partner Relationship Management, Cultural Advice, Guidance working with Maori/Pacific communities.
- **KAURI COAST COMMUNITY POOL, CLM - Onsite Supervisor:** Operations & maintenance planning, compliance, water treatment, policy, procurement, finance, cash handling, health & safety, human resources & recruitment.
- **NAZAR GROUP - Operations Manager:** Manage & operate a chain of 42 Restaurants/Cafes, procurement, sales, human resources, finance & accounts, reporting, event management (capacity of 1,000).
- **KASA SECURITY - Office Manager:** Business development, operations planning, claims & monthly invoicing, finances, payroll, quoting & estimations, planning & scheduling, drug & alcohol testing, personal assistant (2 directors & 4 technicians).
- **CLEANCO - Operations Manager:** Business development, operations planning, claims & monthly invoicing, finances, payroll, rostering, planning & scheduling, personal assistant (2 directors), human resources & recruitment, drug & alcohol testing, health & safety, auditing & compliance.
- **KAOTIK KOLLECTIONS - Founder:** Began KK in High School as part of The Young Enterprise Scheme (YES).



Sharniece Joyce

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WORK EXPERIENCE

MANAGING DIRECTOR

2017 - 2022

Earthworks Transport Limited

- Business development, operations & maintenance planning for multiple sites (Auckland & Wellington), personal assist (PA) to 2 directors & 4 managers, procurement, claims & monthly invoicing, finances, payroll, project management, quoting & estimations, tenders, reporting, contract compliance, variations, fleet management, planning & scheduling, asset management, human resources & recruitment, drug & alcohol testing, health & safety

OPERATIONS PLANNER

2019 - 2020

Broadspectrum

- Civil and Labour Project Management, Estimations & Quoting of future works, Planning & Scheduling of work, Asset/Fleet Management & Maintenance, Human resource (HR) & Recruitment, Health & Safety Representative, Site Auditing and Compliance, Finance Management, Credit Control & Debt Collection, Payroll (50+ employees), Personal Assistant, Scheduling & Minute Taking.

VOLUNTARY WORK

- Multicultural Whangarei - Free Te Reo Classes
- Te Whāinga o Te Ao Tikanga - Tikanga in Business Course
- Te Whāinga o Te Ao Tikanga - Tikanga Marae Course
- Te Rapunga Hinatora - Wānanga Atua
- Whangarei Maori Committee - Elected Board Member
- Dargaville Maori Committee - Elected Board Member
- Whare Ameere Whanau Trust - Executive Member – Secretary
- Blue Light - Elected Board Member
- Young Enterprise Scheme (YES) - Alumni
- PTNZ Enterprise - Alumni
- World Literacy Foundation (WLF) - NZ Selected Rep
- Coca-Cola Christmas in the Park - Committee Member
- New Zealander of the Year - Committee Member
- Youthline & Coca-Cola Good 2 Great - Ambassador
- Aroora - Ambassador
- Dargaville Fire Brigade - Committee Member
- Department of Conservation - Youth Ambassador
- New Zealand Police - Youth Ambassador
- Australian Bush Fire Relief Concert - Event Manager
- Australian Bush Fire Fundraiser – Swim Down Under - Event Organiser
- Mel's Kitchen Senior Christmas Dinner - Event Organiser

CONTACT

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QUALIFICATIONS

- Level 5 certificate in Adult Education – TWAO
- Level 4 certificate in Health & Wellbeing with Strands in Social, Community, Mental Health & Addictions - RAM
- Level 3 & 4 Tikanga Māori Qualification – TWAO
- Qualification in Business – Practical and Innovation - AUT
- Level 5 Infrastructure Project Management - Connexis
- Level 4 Introduction to Health & Safety Standards – North Tec
- Level 4 Health & Safety Representative Standards – North Tec
- NZ Drug & Alcohol Screening Qualified (NCEA)
- Understanding NZS3910:2013 Conditions of Contract
- Level 3 Management – NZIM (805, 803)
- Life Guarding & Medical Response
- First Aid Certificate
- Barista Qualified - NCEA Star

WHAKAPAPA

Ko Sharniece Joyce tōku ingoa.
He uri o Ngāpuhi me Ngāti Whātua.