

JANA HAYES

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OBJECTIVE | To obtain a position working primarily in the environmental planning sector, with a company that allows me to grow my skills and abilities.

KEY SKILLS AND STRENGTHS

Sound understanding of the Resource Management Act and its applications

Hard-working, able to work independently and as part of a team

Able to operate effectively under stress

Consistently looking for opportunities to further broaden and enhance my skillset

Excellent communication and interpersonal skills, with the ability to relate well to people from a wide range of cultures and backgrounds

Always friendly and enthusiastic

Tenacious

A dedicated team player always eager to assist and achieve excellent outcomes with other team members

Familiar with Microsoft Office package, emailing and internet

Familiar with ArcGIS – A recent completed project can be found [here](#)

Well organised

EXPERIENCE IN ORDER OF RELEVANCE

I have been working full or part time since I was 14. In a range of customer service based rolls in both food and clothing, basic office admin work, dairy farming, factory work, and volunteering on various boards at university. The positions listed below are the most relevant and/or recent positions.

DAIRY FARM ASSISTANT RAKAIA ISLAND DAIRIES

JUNE 2010 – JANUARY 2013

Stock health, basic pasture management, effluent disposal, irrigation such as border dykes and K-lines. Unofficially in charge of other staff members such as new staff, or when manager and 2IC are away or not available.

Recognized, analyzed and resolved environmental issues, such as leaking effluent pipes, ponding issues, stock in water ways, fencing water ways

Worked both alone and with other people. Very long hours but always hard working.

DAIRY FARM ASSISTANT DAIRY FARM

JUNE 2009 – JUNE 2010

Basic stock health, milking, effluent disposal

DELI ASSISTANT NEW WORLD, LINCOLN

NOVEMBER 2015 - ONGOING

Focusing on customer service, preparing food, cleaning. Working in a team.

FACTORY WORKER SOUTH ISLAND FRESH FOODS

NOVEMBER 2014 – DECEMBER 2015

Focusing on food production

**PRODUCE, DELI AND BUTCHERY ASSISTANT COUNTDOWN,
HORNBY**

NOVEMBER 2013 – FEBRUARY 2015

Focusing on food production, customer service

EDUCATION

LINCOLN UNIVERSITY, LINCOLN, NEW ZEALAND

BACHELOR OF ENVIRONMENTAL MANAGEMENT AND PLANNING

Wide range of topics covered, focusing mainly on

- Water issues, including management, effects from urban, rural and industrial waste, cultural values, importance of water
- Māori Studies, including Te Tiriti o Waitangi, Kaitiakitanga and Tikanga

**COMMUNITY
INVOLVEMENT**

I am the Treasurer on Te Awhioraki which is the Maori Student association at Lincoln University. TA aims to try and support and engage the local Maori community, as well as raise awareness of Maori culture through hosting events such as Te Wiki o Te Reo Maori. We also help our Whanau with their studies, by holding study sessions, providing kai throughout the week, holding fun social events like movie nights, and also holding informative talks with leaders in the Maori community. During this time, I have learnt to be well organized, as I have had to juggle TA, my part time job, and my full time studies over the past year.

REFEREES

Rhys Fuller

Previous Operations Manager Rakaia Island Dairies

021-449-705

Noelani Velasquez

Tutor at Lincoln University

022-416-1064