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| CV | Virginia Mary AskinPO Box 49HororataCanterbury 7544Ph: +643 3180198Mob: +64 21 110 2486Email: v.askin@scorch.co.nz |

**Profile:**  I completed a Bachelor of Commerce and Management (Accounting Major) in 2002. I am a joint director in our company Gets Ready Software Ltd and manage all financial matters for this and our business partnership, Kilu Consulting.

 Along with my husband we have been joint editors four times (2012, 2014, 2016 and 2018) for Lincoln University’s biennial publication of The Financial Budget Manual, and I have worked on updating this 700 page publication, since 2001.

I have tutored the Valuation and Property Management 101 paper for Lincoln University since 2010 and tutored Land Economics 211 in 2015 and 2018.

In 2015 I created the Malvern Community Vehicle Trust as a local transport service for the Malvern Ward of Selwyn District Council and am Chairperson and treasurer for this.

I am currently teaching a weekly ESOL class for migrant women.

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| **Strengths:** | * Work cooperatively with colleagues.
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|  | * Problem solving skills.
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|  | * Attention to detail.
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|  | * Good analytical and research skills.
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|  | * Good written and oral communication skills.
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|  | * Proficient in MYOB and Xero.
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|  | * Competent user of Word, Excel and Access.
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|  | * Excellent management and budgetary skills.
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| **Education:** | Currently working towards a **Certificate of Proficiency** in TESOL 2007 **Diploma in Creative Writing** from NZIBS |
|  | 1999 – 2002 **Bachelor of Commerce and Management** (Accounting major) Lincoln University.  |
|  | 1976 – 1978 **NZ Registered Comprehensive Nurse**. Christchurch Technical Institute. |

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| **Work History** | * 2013 – present. **Director** (joint) **Gets Ready Software Ltd**.
* 2000 – present. **Partner, Kilu Consulting** (with my husband).
* Manage GST refunds and payments and PAYE for casual employees.
* Manage tax returns
* 2010 – 2018. **Tutor,** **Lincoln University** for VAPM 101
* 2015 and 2018 **Tutor, Lincoln University** for ECON 211
* Nov 2015 – Sept 2016 **Finance Manager** for short term **MFAT Climate Change project** in Enga and Simbu, Papua New Guinea
* Dec 2001 – Sept 2018. **Lincoln University**. Biennial Contract for 5 months. Updating Financial Budget Manual for publication. Involved computing skills and public relations skills to acquire information by telephone and in person.
* 2012, 2014, 2016 and 2018 editions I was also **Joint Editor**, getting the book paged and proofed for publishing, managing the graphics, advertisers and liaising with the Publisher.
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|  | * 2004 – 2005 several short-term trips for **Australian** **Baptist World Aid** teaching MYOB to national workers in Baptist run Hospitals in Kompiam, Baiyer Valley and Telefomin, Papua New Guinea.
* Sept 2002 – February 2003. **Accounting Clerk** Six-month contract
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| **Voluntary Work:** | 2015 to present Chairperson for Malvern Community Vehicle Trust2015 to present Teaching English (ESOL) classes to migrant women2010 - 2011 Co-ordinated Darfield Newcomers Group |
|  | 2009 - 2011 Treasurer for Darfield Baptist Church using Cash Manager |
|  | 2000 - 2003 Welfare Management Team member for Selwyn District Civil Defence. Hold five NZQA credits in this area. |

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| **Other History.** |  1994 – 1997 Various Roles in **Papua New Guinea**.* + Part – time in an Ear Health Programme for school children in PNG. My medical involvement resulted in a full-time Red-Cross funded Nurse being made available to the Eriku, Lae based clinic.
	+ Community literacy programme teaching women to read and write in Tok Pisin, East Taraka, Lae, PNG.
	+ Prison education and rehabilitation programme for women in Buimo prison, Lae, PNG. Teaching life skills for health, anger management, drug and alcohol abuse, and some recreational and money earning activities.

1988 – 1990. **Indonesia** |
|  | * + Acquired proficiency in Bahasa Indonesia, in Bandung, Java.
	+ Home-schooling our children in Irian Jaya (now West Papua).
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| **Interests:** | * My family.
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|  | * Public Speaking.
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|  | * Reading.
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|  | * Music.
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**Referees:**

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| **Professional** | **Personal** |
| Cedric Croft | Elizabeth Burtt |
| Lecturer, Commerce Dept | Senior Tutor,  |
| Lincoln University | Lincoln University |
| Email: cedric.croft@lincoln.ac.nzPh: 03 3252811 w | Email: elizabeth.burtt@lincoln.ac.nzPh: 03 3252811 w 03 3476734 h |
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