

Shelley Te Haara

<http://www.linkedin.com/shelleysketchx>

shelley-te-haara@hotmail.com

Training & Education:

Current First Aid Certificate and COA (Security Licence)

Okaihau College 2009 – 2010

Level 1 & 2 NCEA

Unitec Mt Albert 2011 – 2013

Certificate in Design & Visual Arts / Diploma in Fine Arts

Employment History

Auckland Art Gallery

Full Time April 2015 – Present

Position: Security Attendant

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- CCTV & Fire Systems. Answering alarms and investigate disturbances.
- Circulate among visitors, patrons, or employees to preserve order and protect property.
- Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
- Answer questions and provide information to people.
- Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.

Platform 4 Security

Casual May 2013 – Present

Position: Security/Event Staff

Red Badge Security

Casual Sep 2012 – April 2015

Position: Security/ Event Staff

Venue Merchandising Services:

Casual Mach 2017 – Present

Position: Salesperson.

- Receive payment by cash, credit cards, vouchers, or financial assistance cards.
- Issue receipts, refunds, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Answer customers' questions, and provide information on procedures or policies.
- Process merchandise returns and exchanges.
- Maintain clean & orderly checkout areas and complete other general cleaning duties.
- Stocking shelves.

New World Kaikohe

Nov 2010 – Feb 2011

Dec 2011 – Feb 2012

Position: Checkout Operator

Ohaeawai Hotel

Casual 2009/2010/2011

Position: Food Service

- Clean work areas, equipment, utensils, dishes, or silverware.
- Store food in designated containers and storage areas to prevent spoilage.
- Prepare a variety of foods according to supervisors' instructions.
- Load trays with accessories such as eating utensils, napkins, or condiments.
- Remove trays and stack dishes for return to kitchen after meals are finished.

Work Experience/Volunteer Work:

Internship at 'Nook Art Gallery' and 'Uxbridge Creative Centre'

I was involved in putting up/taking down exhibitions, talking with the artists, show openings, sales etc.

Events I have volunteered at are:

UNIFY Gathering in Melbourne (Ticketing, Waste & Volunteer Support 2018)

Vodafone New Zealand Music Awards (Mosh Pit Coordinator & Artist Minder 2014 - 2017)

The NZ Tattoo & Art Festival in New Plymouth (All Rounder 2013 - 2017)

WESTFEST (All Rounder 2015)

Merchandise Sales and Doors/Ticket sales for events:

HALFNOISE

Written By Wolves

...And You Will Know Us By The Trail Of Dead

Death Do Us Part Danger Show

Media Work - Photography/Reviews/Press Releases/Interviews:

Tearaway – www.tearaway.co.nz

13th Floor – www.13thFloor.co.nz

Libel – www.Libel.co.nz

Hit Up Ange – www.hitupange.com

Muzic.net.nz (No longer volunteering) – www.muzic.net.nz

The Speakeasy No longer volunteering) – www.thespeakeasy.co.nz

Instagram for art and photography: www.instagram.com/art.by.shelley

I also have administration experience which I gained while working at a tattoo studio. This role involved cleaning tasks, responding to emails, stocktake, answering phone calls, talking to customers etc.

Previously I have volunteered at the Auckland Art Gallery in the Registration department and the Paper Conservation department. Working with the Registration team involves organizing/filing away artwork and moving artwork. The work I do with the Paper Conservation department includes cutting mounts for artwork, cleaning parts of artwork such as frames and glass, packaging artwork for storage etc.

References provided upon request.