



ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS
NEW ZEALAND INC

Te Kāwarangi

AAPNZ Certification

and

Professional Designations

– 2015 Recipients –

Association of Administrative Professionals New Zealand Inc

42nd AAPNZ Annual General Meeting

**Chateau on the Park, 189 Deans Avenue, Riccarton, Christchurch,
30 July-1 August 2015**

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List of Recipients of Professional Designations Nil

Recipients of AAPNZ Certification 2015

Certification

Valerie Lang
Michelle Simpson

Citation for AAPNZ Certification



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Te Kāwarangi

Valerie Lang Dip Bus Admin



Position

Valerie Lang has over 20 years' experience working in the electricity industry in many capacities such as H&S, Compliance and Administration. Her current role is Office Manager and PA to the General Manager for Mitton ElectroNet. Mitton ElectroNet is a consultant engineering company providing integrated client solutions to the electric power industry in New Zealand. She started working at the Blenheim Toll Exchange and transferred to Christchurch before having children. When Valerie re-joined the work force it was based on a power station in the Waitaki Valley, where she was the only woman on site. Back then the industry was completely male dominated, now a quarter of the staff are women at various levels and roles.

AAPNZ involvement

- 2012 GMT
- 2013 Group President
- 2014 Group Vice President/Membership Officer
- 2015 Group President

Tertiary qualifications

- National Diploma in Business Administration (Level 5) in 2014

Informal learning experience

- Attendance at AAPNZ National AGM/Conferences in Wellington, Palmerston North and Hamilton
- Electricity Industry Health and Safety workshop representative

- Various Health and Safety compliance training such as H&S Rep, First Aid, Accident Investigation
- Internal Auditing

Valerie Lang
Christchurch Group
May 2015

Citation for AAPNZ Certification



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Michelle Simpson Dip Bus Admin



Position

Michelle Simpson has over 25 years' experience working in administration in a range of industries – milk-run, wholesale grocery, waste collection and civil construction; all based in Blenheim. Her current role is Administration Manager for Crafar Crouch Construction Ltd, Blenheim. With experience in many facets of administration, Michelle is able to meet the requirements of her employers. Tasks have included payroll, accounts payable & receivable, health & safety, customer service, ACC case management, contract documents and day-to-day office tasks.

She has been a committee member for Marlborough Disabled Persons Association (2004) and secretary for Amputee Society Nelson-Marlborough Inc (2005 – 2010), 2006 Amputee Federation of New Zealand Executive committee member.

AAPNZ involvement

- 2006 – present Marlborough Group member
- 2006 – 2014 Attendance at AAPNZ National AGM/Conferences
- 2007– 2015 Attendance at AAPNZ Southern Regional Gatherings
- 2007 – 2015 Marlborough Group Administration Professionals Day committee member
- 2011 – AAPNZ Marlborough Group Member of the Year
- 2011 – 2012 Marlborough Group President
- 2012 – 2014 National Executive Team member – Southern Regional Leader
- 2014 Completed AAPNZ Team Leadership Programme
- 2014 AAPNZ Associate Member
- 2013 – 2015 Marlborough Group co-ordinator

Tertiary qualifications

- 2013 National Diploma in Business Administration (Level 5)
- 2008 National Certificate in Business Administration & Computing (Level 3)

Informal learning experience

- 2006 Marlborough Administrator of the Year
- 2012 Admin After 5 founder – informal meeting first Friday of month for all Marlborough administrators to meet
- Attendee of various administration seminars/courses – ACC case management, Inland Revenue Department courses, Health and Safety compliance training, Chamber of Commerce events, Realising Innovation Success and Enterprise (RISE) Seminars for Marlborough business woman.

Michelle Simpson

Marlborough Group

May 2015