

Curriculum Vitae

Alexandra Malcolm

Personal Details

Postal Address: 387 Anakiwa Road, Picton, New Zealand

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Email: alexmalcolm26@gmail.com
Date of Birth: 26 June 1991
Nationality: New Zealand



Personal Profile

I am organized, hard working, and a dedicated employee. I enjoy work that is challenging, interesting and fun. I am adaptable to working in diverse areas. I am outgoing, friendly, approachable, have excellent people skills and I like getting to know people.

Employment Experience

September 2013-April 2016

Active Adventures NZ

Co Guide

- Responsible for safety of clients
- Responsible for all food programs, preparation, cooking and trip logistics
- Guide clients around NZ's best locations
- Customer service, Team work, Leadership, High level of Hospitality, Responsibility and Communication

April 2015-August 2015

World Expeditions

Hiking Guide

- Responsible for safety of clients
- Responsible for all food programs, preparation, cooking
- Guide clients for 6 days on Larapinta Trail
- Customer service, Team work, Leadership, High level of Hospitality, Responsibility and Communication

September 2013-March 2014

Trips and Tramps
Guide

- Responsible for safety of clients
- Guide clients on a half day trip on the Milford Track. Customer service, Leadership, Knowledge of the local area, flora and fauna, Responsibility and Communication

Other Employment:

- April 2016- Wozz Productions, Alien movie, Milford Sound-location team
- May -August 2014 Sail Ningaloo, Western Australia- Divemaster/Deckhand and host
- January-April 2013 Fiordland Expeditions- Cook/ Deckhand
- September –December 2012 Cruising Milford Sound- Boat Host
- November –March 2011 TUSA Dive, Cairns- Hostess/Divemaster
- January-March 2010 Nautilus Watersports, Port Vila Vanuatu- Dviemaster

Education/ Qualifications

April 2010- present	Queenstown Resort College Diploma of Adventure Tourism Management
2009	St Cuthbert's College NCEA Level3, University Entrance, National Certificate in Tourism and Travel and Computing

Other Achievements/ Skills

September 2016	Pre Hospital Emergency First Aid Course
September 2015	Mountain Peak and Safety First Aid Course
September 2012	PADI Certified Assistant Instructor
September 2012	Emergency First Response Instructor
September 2012	DAN First Aid Respondent
September 2012	New Zealand Driver's License, Full, clean
November 2011	General Managers Certificate Section 117, Sale of Liquor Act 1989
January 2011	Diving Medical Certificate
January 2011	Oxygen Resuscitation Certificate
August 2010	Pre Hospital Emergency Care Certificate
August 2009	First Aide Certificate Level 1
March 2009	Life Guard- Bronze medallion, Patrol at Sunset Beach, Port Waikato

Interests

I love the outdoors. This can be shown in the various activities I do for fun and work such as scuba diving, horse riding, tramping, wake boarding and kayaking. In my down time I love going on missions in the outdoors. I am really into photography and I like to read a lot of books. I also love travelling and learning about and experiencing new cultures and traditions.

Travel

Vanuatu	Australia	Fiji	USA
Rarotonga	Vietnam	Cambodia	New Caledonia
Thailand	Malaysia	Slovenia	Romania
Croatia	Hungary	Austria	Germany
Serbia	France	Scotland	England
Bosnia& Herzegovina	Bali	Philippines	

Referees

Active Adventures NZ
Lee Murray
Training Manager
Mobile: +64 2102288228
Email: lee@activeadventures.com

Sail Ningaloo
Lannie Riley
Owner Operator
Mobile: +61 402 110427
Email: info@sailningaloo.com.au

Character References

Roger Lutzenburger
Vessel skipper that I worked with for CruiseMilford
Email: rodgergayle@xtra.co.nz
Mobile: +64 273673308

Donna Mills
Was boarding house Matron at St Cuthberts
College Email: donna.mills@xtra.co.nz

