

PERSONAL INFORMATION

NAME: Andrew Robert Raymond Barron
NATIONALITY: New Zealand Citizen
ADDRESS: 126 Vincent street
Auckland
CONTACT: Work: 64 9 373 94371
E-mail: nzandrewbarron@gmail.com

QUALIFICATIONS

- Graduate Diploma (The University of Auckland) Current
(International Relations) (Enrolled part-time)
- Bachelor of Arts (The University of Auckland) (2006)
Linguistics and English Language Teaching (Major) English (Major)
- Cambridge C.E.L.T.A (Languages International) (2006)
(Certificate in English Language Teaching to Adults)

AWARDS

General Staff Professional Development Award (2009)
Research the administration of Study Abroad and Exchange offices at Australian National University and The University of Melbourne.

SKILLS

Communication

- My current role requires regular presentations and seminars to groups of various sizes. I am confident in giving presentations.
- I work cross-faculty on issues relating to both Incoming and Outgoing student requirements.
- I have represented the University at functions and symposiums both in New Zealand and in Australia.

Organisation

- An exchange officer's workload has no real down time; therefore, task management is critical. There are constantly competing deadlines and pending projects that require careful planning.

Innovation

- Developed documentation to assist students with new admission processes.
- Led a project to develop a database for the management of bilateral agreements.
- Developed a buddy programme for Incoming international students.

English competency

- Through my majors and, more recently, experience in the International Office, I have attained a strong grasp of institutional language requirements and cultural protocols to present information appropriate for the intended audience.

In depth knowledge of the exchange programme

- As an exchange officer I have awareness of not only what is required of the programme for students but also what is expected of the programme by students.
- Through the Inbound role, I have gained a good understanding of the International degree structures and the diverse institutional processes for Incoming programmes.
- I have experience with student financial assistance and scholarship selection.

Research

- Researched the differences in Study Abroad and exchange practices at two Australian Universities through a Professional Development award.
- Researched student buddy programmes to implement at Auckland.

RELEVANT WORK EXPERIENCE

Student Mobility Officer (Inbound)

Employment period

The University of Auckland

August 08 – Current

Skills Gained

- Strong oral competency through promoting the programme to staff and students, giving seminars and meetings within departments at Auckland and in the community.
- Working with Faculties to streamline admission processes.
- Developing administrative processes for new or improved systems.
- Develop the programme for the Incoming students to improve their student experience, such as the student buddy programme and exam sessions, based on researching partners' established programmes.
- Project management- developed a new database with the International Relations team to better record the University's Bilateral relationships through Right Now Software.
- Representing the University at the Melbourne Mobility Fair to encourage students to take up the special Australian Government's funding and study in Auckland.

International Relations Officer

Employment period

The University of Auckland

January 08 – August 08

Secondment to the Office of The Pro Vice-Chancellor (International)

Skills gained

- Working with Academic Champions to draft new Bi-Lateral Partnerships.
- Secretary for The International Agreements Committee.
- Co-ordinated the promotion and selection of the U21 Undergraduate Research conference and Sumer School.
- Drafting itinerates and hosting visiting Delegations.
- Written competency in drafting Memoranda and liaising with lawyers to finalise agreements.
- Diplomacy in finding a common ground to incorporate the conditions of memoranda.
- Assisting with briefing papers for senior staff members, such as the Vice Chancellor and Deputy Vice Chancellor.
- Presentation of documentation at the highest level, to meet the specific requirements of a broad range of University staff.
- Time management, especially around the pressures of preparing visit drafts.
- Managing the internal process for U21 programmes and co-ordinating the selection process.

Student Mobility Officer (Outbound)

Employment period

The University of Auckland

October 06 – November 07

Skills gained

- Ensuring the exchange experience for students is a straight forward and streamlined as possible.
- Maintaining accurate records of all student activities.
- Developing initiatives to assist students in their experience on the Auckland Abroad programme, such as documentation and events.
- Promoting the programme to staff and students through seminars and meetings within departments at Auckland.
- Administrative skills and website management.
- Working on tasks and projects simultaneously.
- Cross faculty networking, due to the broad range of students participating in the programme.

SECOND LANGUAGE SKILLS

- Korean - Intermediate

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25 February 2011

Andrew Robert Raymond Barron

126 Vincent St
Auckland
1010

Dear Andrew Barron

Criminal Conviction Information held by Ministry of Justice as at 25 February 2011.

MoJ request number: 1405143

In response to your request received on 26 January 2011 for criminal conviction information held about you by the Ministry of Justice, I can advise there is no information held in respect of the identity particulars you have supplied, as set out below:

Name: Barron, Andrew Robert Raymond

Date of birth: 07 May 1978

Gender: Male

Yours sincerely

Privacy Assistant

Note: Unless specifically requested by the individual concerned, or where required by law, criminal conviction information will not be disclosed to a third party where an individual is eligible to have that information concealed under the Criminal Records (Clean Slate) Act 2004 or where that information is suppressed by statute or Court order.

I, Robert NAREV of Auckland, New Zealand, Notary Public hereby certify that this is a true copy of a Criminal Conviction Information advice from the Ministry of Justice in New Zealand relating to Andrew Robert Raymond Barron now produced to me.

Dated this 1st day of March 2011

P O Box 2750, Wellington, New Zealand
Telephone 04 918 8800 Fax 04 918 8820
www.justice.govt.nz

ROBERT NAREV
NOTARY PUBLIC
AUCKLAND NEW ZEALAND

APOSTILLE

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1. Country: New Zealand
2. This public document
3. has been signed by Anthony Martin Fortune
4. acting in the capacity of Notary Public
5. bears the seal/stamp of Anthony Martin Fortune

at: Wellington

by: The Department of Internal Affairs

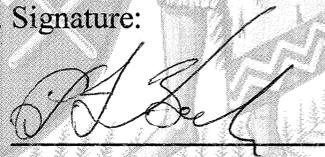
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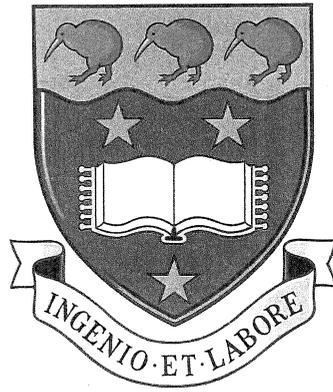
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THE UNIVERSITY OF AUCKLAND

THIS IS TO CERTIFY THAT

Andrew Robert Raymond Barron

has been admitted to the degree of

BACHELOR OF ARTS

I hereby certify that this is a true copy of
original certificate
Sighted by me on *10 February 2011*

Given under the Seal of the University of Auckland

this *Eleventh* day of *May* 2007

Notary Public
Auckland
New Zealand

REGISTRAR

