

# Angela McGahey

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## PROFESSIONAL SUMMARY

As a confident and mature professional with over 20 years' experience, I have developed very strong communication skills and am able to learn new systems very quickly. I am currently working remotely as an Educational Designer with Whitecliffe College, reviewing and developing Level 5, 6 and 7 Bachelor of Applied IT courses, and am fully conversant with online technologies, NZQA framework, creating assessments, constructive alignment, and building activities and resources in iQualify.

I have accumulated a vast wealth of transferable skills, and can piece together solutions using a combination of online and offline media. With a high level of technical expertise, graphic design, and fine-tuned problem solving skills, I have proven ability to analyse, recommend, develop, design and improve procedures, processes and training solutions.

My specialty is to take ownership of a role and constantly use my initiative to see tasks through to successful completion. Verging on the edge of OCD, I have outstanding attention to detail, ensuring the quality of output is never compromised, and producing work to the highest standards at all costs.

## HIGHLIGHTS of EXPERIENCE

- Assessment review and development, adhering to NZQA Course Descriptors
- iQualify content and activity creation
- Sole charge LMS Totara/Moodle Administrator
- Training Coordinator and Advisor
- Instructional designer using adult learning theories, pedagogy, ADDIE and rapid prototyping
- Advanced E-learning Developer with Storyline 360
- Website design and development for all devices/responsive design using jquery, jsript, html5, css3, json
- Senior SAP Test Technician
- Designing and developing interactive excel graphs using slicers, with data analysis from various sources
- Mobile App development
- Senior Administrator at corporate level
- Microsoft Licensing Analyst Tier 2
- Programming, software development
- E-commerce business development
- Design and development of executive level reporting including budgets, PowerPoint presentations, complex financial statements and KPI reporting for Board members and other stakeholders
- Energy consumption and cost analysis using advanced Excel skills, including pivot tables, v-lookups and macros, reporting and representing data in graphs/charts
- Extensive database experience updating, merging and importing records
- Advanced MS Office user (Word, Publisher, PowerPoint, Access, Excel)
- Adobe Creative Suite power user

## REFERENCES

*"Fonterra have provided excellent feedback to Frog Recruitment on the high quality of work Angela consistently produced to a very high standard."*

***Frog Recruitment - Nov 2018***

*"Angela has a great flair for graphic design and layout, particularly in web applications. She has an amazing knack for bringing things together on the screen. Her 'can do' attitude leaves nothing to beat her."*

***Darren Clarke – Owner/Director – Clickstart Ltd***

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## RELEVANT EMPLOYMENT HISTORY

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### **Whitecliffe College**

April 2020-Current

Instructional design and development

My tasks included;

- iQualify content and activity (tasks) development and creation, ensuring constructive alignment to assessments, and incorporating adult learning theories and pedagogically sound principles
- Assessment review and development, adhering to NZQA Course Descriptors
- Contribution to course design, development and implementation for blended delivery (classroom and online)
- Lead and develop online course content development while supporting a blended learning approach (teaching, learning and assessment).
- Partner with the course Tutor(s) to identify activities and assessments, embracing opportunities for capability development.
- Collaborate on standards, templates and iQualify model courses to support curriculum development projects.
- Assure course design and development meets programme approval and accreditation, embracing quality assurance processes.

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### **Complete Learning Solutions – contract to AIA New Zealand**

April 2019-Nov 2019

Instructional design and development

My tasks;

- Designing and developing eLearning modules with interactions, triggers, knowledge checks, accreditation, scoring into LMS
- Creating storyboards, slide layouts, content writing, creating accreditation questions, extensive product and policy research
- Strict adherence to brand guidelines
- Agile work environment, successful collaboration with other instructional designers and SME's
- Rebranding over 17 product elearning modules, in-depth knowledge gained of insurance products, policies and terms
- Research and incorporation of FMA recommendations weaved into customer scenarios and accreditation questions (customer suitability, ongoing suitability, and good customer outcomes)

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### **LearningWorks – contract**

Dec 2018-March 2019

LMS Moodle administration and layup of course content, as well as putting together Course Objectives, Reading Materials and other resources

My tasks included;

- Administration of tertiary Diploma and Degree programmes in Moodle, requiring close collaboration with Learning Designers and Wintec Tutors

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- Creation of course guides and researching and sourcing relevant resources
  - Advising of errors in content and layout
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## **Fonterra Brands New Zealand**

Aug 2018-Sep2018

2 month temp assignment analysing the Nationwide Training Database (MS Access) and advising the E &T Specialist and National E &T Manager. In this role I identified and solved many new and existing issues, focused on continuous improvements, redeveloped and created new reports, and identified data integrity issues in all tables and recommended/implemented solutions.

### **Major Achievements**

- Coding vba to fix up sql query errors
  - Designed and developed a new Annual Report for Executive level audience, using Excel with pivot tables and interactive charts with slicers
  - Developed a detailed plan outlining the best way to proceed forward with the database improvements
  - Corrected and maintained the correct Compliancy figures for Audits
  - Identified existing problems with the Training Database reporting functionality, and developed new reports.
  - Advised on a strategy to redevelop the Training processes in order to rebuild from scratch
  - Investigated LMS solutions
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## **EMC Consultancy, Warkworth**

Oct 2016-Jul 2018

EXCEL ANALYST

### **Highlights & Achievements:**

- Energy consumption and cost analysis using advanced Excel skills, including pivot tables, v-lookups and macros, reporting and representing data via interactive graphs/charts
  - Extrapolating conclusions from extremely large volumes of annual data, and producing pivot charts to Senior Executive level
  - Management and ongoing improvements to the excel program used to transform the data
  - Liaising with the major power companies throughout New Zealand
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## **Microsoft Accordo group, Albany**

Sep 2014-Sep2016

TRAINING COORDINATOR AND E-LEARNING DEVELOPER

### **Major Achievements:**

- Utilising Excel, produced PowerPivot graphs and tables, with charts/graphs and 'slicers' for making the graphs interactive
  - Articulate Storyline advanced development creating e-Learning materials for interactive courses
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- LMS Sole Charge Administrator on Totara (Moodle)
- Mapped out and developed training plans and programs, and chose appropriate training methods
- Effectively addressed knowledge / learning gaps to ensure each team member achieved their full potential in the role
- Designed and created extensive array of training materials, as well as a knowledge base of hundreds of complex reference documents

## TIER 2 MICROSOFT LICENSING ANALYTICS CONSULTANT

### Key Responsibilities:

- Accountable for analysing and processing large volumes of 'tickets' from around the world and producing License Ownership Positions for these customers

### Major Achievements:

- Due to a keenly analytical mind, advanced skills in Excel, and the ability to work quickly in a practical and methodical manner, was able to ensure customer requirements were met well ahead of schedule

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### Clickstart Ltd, North Harbour

2010-ongoing

IT Software Developer / Website Administrator

### KEY PROJECTS:

- Website Design and Development
- Development tools include JQuery, Json, PHP, JavaScript, Wordpress, HTML5, CSS3, and SQL
- Creation of a prototype Intranet for Premium Real Estate Group
- Designed and created online forms and centralised administrative forms for internal processes, utilising Dreamweaver, MS Access and SQL
- Analysed and streamlined existing processes to increase efficiency
- Design and deployment of an online Customer Management System
- Designed, developed and implemented an MS Access database with front-end functionality
- Key aspects included online editing, updating, and creating cyclical reports using SQL queries
- Development of Mobile App for logging and managing membership details live
- Tools utilised included Macromedia Dreamweaver, Flash, Fireworks, XML, and ASP

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### Ministry of Health, Northern District Support Agency, Northern Cancer Network, Ellerslie

Oct 2013-Jun2014

DATABASE ADMINISTRATOR (TEMP CONTRACT)

### Highlights & Achievements:

- Using Survey Monkey, successfully administered a survey with a set group, as well as developed a database of contacts for the group in MS Excel and Outlook.
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- Other key aspects included creating Outlook contacts and distribution lists, developing and cataloguing a virtual and physical reference library, and updating the agency's website.

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## **Hartford Technologies, Viaduct**

Nov 2012-July2013

E-Commerce Website Administrator / Customer Services (temporary role)

### **Highlights & Achievements:**

- Effectively operated and maintained e-commerce websites for NZ, Australian, UK and USA clients, as well as promoted websites to potential suppliers and trained suppliers in how to use the Supplier Zone.
- Managed data entry, supplier set up and maintenance of an SRM database, and assisted with inputting new supplier postcodes and rates schedules.
- Monitored rate checks, un-receipted orders and 'Live Chat' on websites and carried out site checks to ensure websites are operating correctly.

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## **Barfoot and Thomson Commercial, Takapuna**

Feb2011-Dec2012

Senior Administrator

### **Highlights and Achievements:**

- Sole charge administration, effectively managed all incoming correspondence, communications, marketing and advertising collateral for 11 Commercial Agents, as well as provided PA support as required.
- Responsible for drawing up Sales & Purchase/Leasing agreements through to completion including liaison with Lawyers and Accounts Department
- Created highly effective marketing /advertising materials and coordinated all marketing campaigns.

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## **Carter Holt Harvey, Esprit Program, Manukau**

1996-2000

SENIOR TEST TECHNICIAN – nationwide SAP Implementation

### **Highlights and Achievements:**

- I was the first person in NZ to successfully deploy Autotester software testing tool throughout all Carter Holt Harvey sites nationwide, during the successful implementation of a major SAP program.
- Designed, developed and documented the testing strategy, from script creation through to sign-off.
- Designed, documented and drove the integration of Autotester with Lotus Notes to achieve a completely online testing regime through the 24 phases involved before a production business group 'go-live'.
- Created training guides for project and testing team and a setup guide for installing Autotester.

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## PA to CEO and CFO

- Senior corporate role requiring a very high level of integrity and discretion, a high profile position requiring efficiency, strict confidentiality, and high standards.
- Organising international/national travel on a daily basis, Diary management including all correspondence and communications.
- Organising corporate meetings, producing and setting up Power Point presentations and slide shows for display on overhead projector.
- PowerPoint and Excel to create financial graphs and charts, slide shows, hand-outs and presentations.
- Daily liaison with overseas groups and subsidiaries, Preparing Expense reports.
- Organising international/national travel on a daily basis.
- Organising large meetings, involving CEO's from other Organisations, catering and set-up for presentation slide shows.
- Excel to create spreadsheets, charts and graphs for Financial Controller meetings and presentations to the Board of Directors.

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## Other Career History

- Freelance Web Designer and Software Developer
- Various Office Management / Administration roles for the following companies;

Orewa College

Premium Milton Realty

Professionals Classic Real Estate

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## Qualifications and Professional Development

- Numerous Lynda courses on Adult Learning Principles, Instructional Design, Excel, Storyline 360
- edX online: Instructional Design and Technology
- Diploma in Business Administration
- Diploma in Marine Technology – MIT

## Various other professional development and training courses include:

- Day Skipper (Auckland Coastguard)
- Certified PADI Diver
- SAP Autotester v2.0
- E-Commerce: Level 4
- Statistics
- Lotus Notes
- SAP010 Accounting and Finance
- GIS Arcview