

CURRICULUM VITAE

LEISA FERGUSON

Accounts Manager

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Expertise

- Strong communication and presentation skills
- Teamwork
- Leadership
- Staff management
- Client Liaison
- Grant development
- Advanced computer skills
- Accounts Management

Qualifications

- Bachelor of Landscape Architecture, University of Canberra

PROFILE

Leisa has over 25 years' experience in working with the community. In this time, she has worked with local and state government and various community groups across a range of environmental issues. She has experience in grant writing, implementation and project management.

Leisa's management of a small business has enabled her to become proficient across a range of administration tasks, bookkeeping, human resource issues and marketing projects. This diverse experience and responsibility have shaped her resourcefulness and ability to successfully keep many projects on track.

PROFESSIONAL DEVELOPMENT AND CERTIFICATIONS

- Advanced Certificate in Urban Horticulture, Orange and Taree TAFE
- Group Facilitation Course, Rural Education Center, Gatton
- Certificate IV Training and Assessment, Line Management, Institute of training, Brisbane
- Digital Marketing Day Out

RELEVANT PROJECT EXPERIENCE

WolfPeak Environment and Heritage, Wauchope

Accounts Manager

April 2018 – Present

- Bookkeeping duties in areas of:
- Payroll,
- Invoicing, and
- General office duties

Wauchope Veterinary Clinic, Wauchope

Business Owner

January 2012 – Present

- Daily management of small business and staffing.
- Varied administration tasks including payroll, MYOB, staff HR, client liaison, reception, licencing, budgeting, project management and future planning.

Queensland Murray Darling Committee, Toowoomba

Regional Coordinator

May 2005 – August 2007

- Conducted Communication, Education and Capacity building.
- Involved in the development and implementation of communication, education and capacity building within the organisation, community and schools.
- Managed a team of five to deliver outcomes to community, local government and industry bodies. Managed relevant budgets and external funding.
- Developed and delivered training courses e.g. Naturally Resourceful was developed to build the capacity of female community members in the areas of communication, leadership and natural resource management.

Various Contract Position, United Kingdom

Various Roles

2003 – 2005

- Worked with Non-profit Housing Associations in England and Scotland predominantly liaising with staff and tenants.
- Collated data for the development of London Housing Association's Tenants Participation Strategy.

Southwest Queensland Department of Natural Resources and Mines, Charleville and South West Natural Resources Management Group

Regional Landcare Facilitator

2000 – 2003

- Coordinated regional funding applications, project planning, budgeting and implementation of projects.
- Conducted extensive liaison and communication with community and government.
- Developed and delivered training programs.

Kempsey Shire Council, Kempsey

Horticulture and Land Care Services Officer

1998 - 2000

- Developed policies, procedures and standards for horticulture assets.
- Prepared landscape plans and works programs for Council projects.
- Prepared management strategies, community projects and liaised with the community.

Cowra Shire Council, Cowra

Landscape Architect / Horticulturist

1994 – 1998

- Preparation of design, tender and specification documentation through to completion of \$200,000 Park landscape project.
- Designed and constructed gardens in Shire, supervised staff, prepared planning strategies and management plans for open space.
- Conducted community consultation.

Volunteering, Various Locations

Volunteer in Various Roles

2016 – 2020

- Treasurer, Wauchope Swimming Club
- Secretary, Wauchope Swimming Club
- Grant Writing, Wauchope Soccer Club
- Committee Member, Iona Netball Committee