

# MEGAN LEIGH DEVINE

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## PERSONAL PROFILE

A high level strategic business professional with strong business management skills, developed to senior manager and board level over the past 10 years – most recently as General Manager of a SME.

Direct experience in financial, strategic, organisational and import/export skills, at all levels. Experienced in staff management, financial management and forecasting and board reporting. Has been involved in group restructuring to reduce asset risk and maximise shareholder returns and to secure long-term viability and profitability.

Determined, decisive and reliable; uses initiative and an attention to detail to develop effective solutions to situations. High personal standards, diligence, loyalty and integrity.

## EXPERIENCE/STRENGTHS

- Financial management, forecasting, budgeting, reporting to board level
- International finance, currency risk management, financial trade instruments
- Strategic management, goal setting, operational reviews and reporting, preparation of business plans
- Staff management, statutory compliance, recruitment
- Group restructuring, capital raising, company statutory compliance
- Management of key relationships, networking, international cultural awareness and respect

## CAREER HISTORY

- **Robinson Seismic Ltd**  
August 1995 – Present  
Began part-time with accounting duties, company statutory compliances and assistance to company founder with day-to-day management requirements.  
Appointed full-time Financial Controller and then General Manager when company CEO was domiciled off-shore.  
*Key Responsibilities:*
  1. Responsible for overseeing all operational, financial, legal and human resource activities for the Robinson Seismic Group in accordance with company objectives
  2. Involved in the setting and monitoring of strategic initiatives for the Robinson Seismic Group

3. Day to day responsibility for the NZ operations
  4. All financial tasks, maintain bank accounts, oversee payroll
  5. International banking requirements, letters of credit, bid and performance bonds, international transfers inward and outward
  6. Accounting tasks, MYOB, GST, budgets, preparation of final accounts for forwarding to accountant, preparation of financial reports for board
  7. Legal tasks, drafting of agreements, T&Cs, liaising with lawyers
  8. Authorised signatory – sign all cheques and documents
  9. Any personnel issues, ensure compliance with legislation
  10. Company secretary, maintain share register, any shareholder issues, ensure compliance with legislation, maintenance of Minute Books for all companies in the Group
  11. Continually review operations and make recommendations to improve as appropriate, review strategic initiatives, prepare briefing papers and business plans
  12. Prepare board papers, call board meetings, take minutes
  13. Represent CEO and company at cluster meetings, local and central government opportunities, trade delegations to NZ and industry trade shows and opportunities
- **ANZ Banking Group (New Zealand) Ltd**  
February 1984 – December 1994  
*Key Responsibilities:*
    1. Full branch banking background (Napier branch 1984-1986)
    2. ANZ Head Office International Services (1986-1994)
      - Latterly as management responsible for resolving trade finance disputes

Left on maternity leave then resigned.

## EDUCATION, QUALIFICATIONS

- Massey University, Bachelor of Business Studies (Management), 2005 (Extramural)
- Massey University, Associate of Banking Institute of New Zealand, 1990
- Taradale High School, Bursary, 1982