

## 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 2010 – 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