

Emma Robinson

Wellington

Profile

Application for Governance Positions

- Over 12 years' experience competing in and working around high performance sport as an elite athlete, team manager and coach.
- Firsthand experience working for and alongside national and elite sports clubs and organisations. In 2020 I completed an internship with the Gold Coast Titans working within their Community & Game Development team.
- Previous member of New Zealand Aqua Blacks swim team for seven years. I have swum at a range of major competitions including the Olympics (2016), Swimming World Championships (2013, 2015, 2017), Pan Pacific Games (2014) and Commonwealth Games (2014).
- Excellent administration and coordination skills. In 2019 I was Team Manager for Swimming New Zealand responsible for organising and coordinating a team of 40 high performance athletes attending Australia's Youth State Championships. I currently work for JOLYN Swimwear organising and attending sports events across New Zealand and previously Australia.
- Recent graduate in Sport Management from Massey University and in 2020 was accepted onto the TUCK University Next Step Transition to Business program for ex elite athletes and military veterans.
- My passion and dedication for sport has given me a range of skills. These include; time management, independent thinking, goal setting, resilience, self-motivation, ability to learn and adapt quickly on my feet, change tactics and strategies on a moment's notice and resolve conflicts.
- Excellent administration skills with experience using Microsoft Office suite including Excel, Mailchimp email marketing, Shopify, Photoshop and Adobe Illustrator.

Qualifications & Professional Training

Bachelor of Sport Management	Massey University	2014 – 2020
Next Step Transition to Business	TUCK University	2021
Secondary Education, NCEA 1, 2 & 3	Wellington East Girls College	2012

Employment Summary

Operations Officer	Wellington Hockey Association	2021- Present
Brand Representative	JOLYN Swimwear, NZ & NZ	2019 – 2021
Advisor, Women's Rugby (<i>volunteer</i>)	Wellington Rugby League	2020 – Present
Programme Advisor & Mentor (<i>volunteer</i>)	New Zealand Swimming Alumni	2020 – Present
Intern, Community & Game Development	Gold Coast Titans Rugby League	2020
Swim Coach	BE Swim, Aus	2020
Team Manager, Youth State Championships	Swimming New Zealand	2019
Sales & Marketing Assistant	Volare Sports, Aus	2018 – 2020
Retail Assistant	Speedo Australia, Aus	2015 – 2018
Office Administrator	SHARENZ Ltd	2011 – 2013
Various part-time jobs	Surf Life Saving New Zealand	2009 – 2012

Selected Roles, Responsibilities & Achievements

Sales Representative – JOLYN Swimwear

JOLYN is a US designer, manufacturer and eCommerce retailer of women's performance swimwear, athletic apparel and accessories.

- A brand representative working throughout Australia and New Zealand.
- Organise and coordinate flights, travel accommodation and stock/equipment for multiple sports events.
- Extensive relationship management working closely with event staff and elite athletes.
- Administration and reporting of budgets.
- Social media management.

Intern – Gold Coast Titans Rugby League

Gold Coast Titans are a professional rugby league football club, based on the Gold Coast in Queensland. The club competes in Australasia's elite rugby league competition, the National Rugby League (NRL) premiership.

- Worked in the Community and Game Development team.
- Assisted in developing their RAP (Reconciliation Action Plan) which is used to right the wrong of the past by committing the organisations to a number of different actions and deliverables.
- Grant writing.
- Created a survey to measure the impact of the Gold Coast Titans on the community.
- Reached, analysed and wrote reports of on social media, sponsorship and community impact.
- Attended a number of workshops to develop my understanding of antibullying, domestic violence, women in sport and current events.
- Helped to develop and implement Pickstar a player booking platform into the Titans.
- Assisted in developing 'My Kind of Hero' Which is a program that connects people with disabilities into jobs.

Team Manager – Swimming New Zealand

Swimming NZ is the national sports organisation promoting swimming participation, competition and safety.

- A team of 40 14-17 year-olds, and six coaches. I made sure that everyone had the resources they needed to achieve their best.
- Managed the athlete's parents, event staff and other team relationships.
- Created daily schedules and ensured the health and safety of everyone.
- Attended a staging camp on the Gold Coast before traveling to Canberra for a three-day competition and then flew back to New Zealand.
- Key relationships were: Swimming NZ staff, athletes, coaches, event personal (Swimming Australia and other venue/accommodation staff, parents, bus drivers).

Sales & Marketing Assistant – Volare Sports

Volare designs world-class triathlon wetsuits, triathlon clothing and accessories.

- Member of a small team all of whom were actively involved in performance and outdoor adventure.
- Contributed to many areas of the business from digital marketing using Mailchimp, to web development, product design and development working with overseas suppliers and manufacturers, retail, warehousing and shipping and general office administration.

Referee details provided on request.