COVER LETTER

Te Pei Roberts

STATEMENT

0204 142 9891
tepeiroberts@gmail.com
125 Homedale Street
Rotorua 3015

Rotorua, NZ

EXPERTISE

Leadership
Communication
Pride & Integrity
Honest & Transparent
Hard Working
Trustworthy

30/10/2026

Nga Kaiwhakahaere o Tapuika Iwi Authority,

RE: Ngati Kuri Trustee Nomination

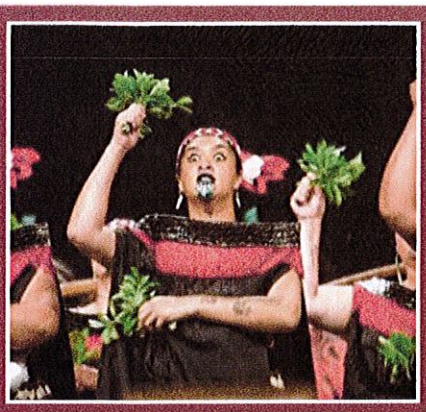
He mihi mahana, he mihi maioha kia koutou otira kia tatou nga uri o Tapuika.

Ko wai au?
He mokopuna na Te Tahi Te Amo raua ko Tahae Ropata
He tamahine na Hinengawai Ropata raua ko Peter Tuatara
He mama kia Tumaaro ratou ko Kararaina, ko Hinehou, ko Mahuru, ko Hemi, ko Mareikura, ko Kaea, ko Te Pumanawa-Waru.

I tipu ake au ki te taone iti nei ki te rohe o Te Takapu o Tapuika. Kua roa nga tau e noho ana ahau ki wahi ke atu ki te whakatipu i aku tamariki, engari kua tae te wa kia hoki mai au ki taku karangaranga tuatahi.

He tono tenei ki te iwi kia whakauru au ki te turu mo taku hapu a Ngati Kuri, noreira ka waiho tenei tono ki roto i o koutou ringaringa.

Naku Noa
Te Pei Roberts



Te Pei Roberts

ABOUT

I am a very busy mother of 7 beautiful Tamariki who values time spent with Whanau and participating in Hapu/Iwi Events

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EDUCATION

TE TAKAIMATUA / 2023 TKR NATIONAL TRUST

Equivalent to Level 3 & Level 4 Business Administration
- Fundamentals of Operating and Administration of a Business

BUSINESS ADMIN / 2011 TWOA

National Certificate in Business Administration Level 2.
Basic Understanding of Office Administration within an Office Environment

TE REO MAORI / 2007 TWOA

National Certifiate in Te Reo Māori Level 4 (Previously Diploma in Mātauranga Māori)

PROFESSIONAL EXPERIENCE

Kaiwhakarite Tari ki Te Kohanga Reo o Nga Mokomoko
- **Preparing Orders for Warehouse Pick Packers**
- **Manifesting Customer Invoices**
- **Prepare Orders for Dispatch**
- **Warehouse Management**
- **Leading Nightshift picking Team**
- **Inventory Management**
- **Daily and End of Shift Report**

Nightshift Administrator at Bidfoods Rotorua
(February to Current 2026)
- Preparing Orders for Warehouse Pick Packers
- Manifesting Customer Invoices
- Prepare Orders for Dispatch
- Warehouse Management
- Leading Nightshift picking Team
- Inventory Management
- Daily and End of Shift Report

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VOLUNTEER EXPERIENCE

Aorangi Primary School

(May 2016 to Current)

Kapa Haka Teacher

Te Tauhere o Nga Waka

(May 2015 – May 2016)

Kapa Haka Teacher

Paengaroa Primary School

(2005 – 2009)

Kapa Haka Teacher

To Te Ra Kohanga Reo

(2011 – 2013)

Volunteer

PROFESSIONAL EXPERIENCE - NZ

Legal Administrator at Personnel Resources (Temp)
(March - May 2022)

- Reviewing Family Court Documents
- Secanning Hard Files to Digital Form
- Modifying, Editing & Creating Portfolios for Clients
- Ensuring Court Documents are up to Date
- Printing and Filing Documents

Chairperson at Te Kohanga Reo o Nga Mokomoko (Volunteer)
(December 2024 to Current)

- Oversee Kohanga Reo Operations
  - Finance Management (with Treasurer)
    - Funding and Fundraising Planning
  - Documentation Management (with Secretary)
    - Policies and Procedures (review, amend, update)
  - Employees
    - HR Management and Procedures
- Liaise with External Clients and Service Providers
  - BWOF Services, Marae Trustees and Property Manager
  - Fire and Emergency Services
  - Te Kohanga Reo National Trust (Service Provider)
  - Ministry of Education (Licensing Regulations, part 1/2)
  - Ministry of Health (Licensing Regulations, part 2/2)
- Communicate with Whanau (Parents/Caregivers)
  - Progress Report to Parents/Caregivers at Monthly Meeting

Administrator at Te Kohanga Reo ki Aorangi (Volunteer)
(October 2024 to September 2025)

- General office and administration duties (filing, emails)
- HR Management; new employee onboarding, preparing contracts, safety checking, document filing
- Tamariki Management: new entrant onboarding, preparing profiles, health checks, document filing
- Bank Authorizer; setting up new payments, authorizing payments, action bill payments
- Meeting Management; preparing documents for meetings
- XERO and SMARTLY (pending training)

Kaiawhina at Te Kohanga Reo ki Aorangi
(March to June 2024)

- Ensure the Health and Well-being of Tamaiti
- Create and Prepare Educational Resources
- Assist Head Teacher with preparation and delivery of Educational Resources for Children
- Assist Kaimahi with implementing Daily Routine
- Learn & Understand important Kaupapa under Te Kohanga Reo Movement (Te Korowai, Nga Pou e wha etc)

Te Pei Roberts

EMPLOYMENT REFERENCES

Debbie Rahurahu
Te Puke High School
(07) 573 9769

Derek Allomes
The Blind Finch
(021) 124 0599

Fisher Wang
The Farmhouse
Rotorua
(021) 255 4661

Rauroha Clarke
Aorangi Kohanga
027 353 8718

CHARACTER REFERENCES

Belinda Holmes
The Farmhouse Rotorua
+64 7 332 3771

Eileen Wang
Farmhouse Manager
+64 21 055 3891

Te Aroha Bidois
Aorangi School Teacher
+64 21 082 60604

PROFESSIONAL EXPERIENCE - NZ

Performing Arts Tutor at Te Puke High School
(May 2022 to Dec 2023)

- Prepare Kapa Haka Programme
- Teach Songs/Chants/Laments/Poi

Rūmaki Whānau Liaison

- Service Referrals for Rangatahi
- Liaise with External Support

PA/Office Administrator at The Blind Finch Rotorua
(May 2019 – February 2020)

- HR Advisory & Support
- Payroll & Accounts (Xero)
- General Office Management
- General Banking (Purchases/Deposits)
- Duties & Tasks set by Director/Owner

Office Administrator at The Farmhouse Rotorua
(May 2018 – February 2019)

HR Advisory & Support

- Payroll & Accounts (Xero)
- Onboarding/Offboarding

General Office Management

- General Banking (Purchases/Deposits)
- Duties & Tasks set by Overseas Owners

Retail Parts Advisor at Supercheap Rotorua
(May– October 2017)

- Customer Service
- Cash Handling
- Sap Management for Receiving Stock
- Return to Vendor & Parts Inquiries
- Customer Account Enquiries
- Display Products
- General Cleaning & Presentation of Store

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PROFESSIONAL EXPERIENCE - AUS

Office Admin at Australia Staffing Agency (Temp)
October 2015 to January 2016

- Follow OHS across various Client Workspaces
- Sap Management, Data Entry, Operate Internal Systems
- Ensure Information is strictly Private and Confidential
- Ensure KPIs and/or targets are met
- Customer Service, Cash Handling where applicable
- Warehouse Inventory Knowledge
- Product Knowledge

Cashier/Admin Assistant at Premier Fruits P/L
Oct 2016 - Jan 2017

- Customer Service
- Entering Sales
- Stock Receivals
- Receipting, Invoicing, End of Day Sales,
- Ironbark System Operating
- Cash handling
- Outbound Orders
- Debtor Maintenance
- GRN stock enquires and label printing
- Data Entry

Pick Packer/Inventory at Cornerstone HR (Temp)
July 2016 - Oct 2016

- Voice Picking, RF Scanning, Tugger Picking
- Active Putaways, Fill Active
- Weigh Picker Operating
- Basic operations of Manhattan Inventory System
- Printing Manifests, Printing Pick Cartons

Data Capture at AEC Australian Staffing Agency
June 2016 - Jul 2016

- Government Voting Ballots

Pick Packer at Marks Quality Cakes
Dec 2015 - Apr 2016

- Receiving Goods Dispatch Goods
- Picking Packing
- Shrink Wrapping Pallet
- Stacking Forklift Operating Loading/Unloading
- Vehicles Delivering Goods

Picker/Inventory at SRG Limited

- **Enquiries, Product Knowledge**
- Warehouse Inventory System Knowledge (SAP)
- Picking and Packing Customer Orders
- MHE Equipment Operating
- Replenish Warehouse Stock