

Curriculum Vitae

Leifur Sigurðarson

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Relevant Academic Qualifications

University of Iceland

2009 – 2010 Completed four Masters level courses at the University of Iceland achieving an A+ mark for each.

Victoria University of Wellington, New Zealand

2006 – 2008 Bachelor of Arts
Triple major in International Relations, Political Science (combined) and History. A- average in final year of degree.

Work Experience

Lodgements Officer, Immigration NZ, New Zealand Embassy, London Branch

2011 (Jan – Nov)

- Dealing with a number of different visa applications every day, spanning the whole spectrum from skilled migrant, to family and partnership applications.
- Dealing with a range of administrative tasks such as actively being in contact with applicants via phone and email, helping them to understand correct policy and making sure they acquire all the correct documentation in regards to their specific applications.
- Having a good understanding of immigration policy
- Highly customer focused role
- Having the organisational skills to be able to deal with a number of different clients and applications at the same time, while managing time effectively and efficiently so all work can be completed within the stringent time limits set.

High performance pro at Virgin Tennis Ltd, London

2011 (Jan-Nov, part time)

- Offered head coaching role but took on part time role as high performance coach instead.
- In charge of running all high performance squads and academies for the elite players of all age groups.
- Took on the role of training and developing the other assistant coaches.

Employed as advanced high performance Coach at Tennishöllin Tennis Centre, Iceland

2009 – 2010

- In charge of organising and running numerous national tennis tournaments. These have included regional tournaments as well as the Icelandic national championships.
- In charge of holding coaching and umpiring seminars for aspiring coaches and umpires, including in-class workshops as well as on court training.
- Responsible for running advanced summer coaching academies and holiday programs for children ranging from 4-18 years of age, as well as organising summer development programs for adults of all ages.

Head Coach at Wellington and Plimmerton Tennis Clubs, New Zealand

2004 – 2009

New Zealand Level 1 Coaching certificate October 2007

- In charge of hiring and developing assistant coaches.
- Customer focused role, interacting with numerous clients on a daily basis.
- Consistently building coaching structures and programs.
- In charge of invoicing and paying assistant coaches.
- Creating and running tennis holiday camps.
- Sponsored by 'Babolat' and in charge of promoting their brand.

Isaga Gas Inc. Reykjavík, Iceland – Customer relations front deck

2006 – 2009 (June- Aug 2006, Oct-Jan 2007/8, Apr-June 2009)

- Interactive role, assisting with customer needs on a daily basis.
- Sorting, checking and creating orders for customers and companies.
- In charge of inventory stock and dry ice packaging (monitoring).

The Agencie Management – Talent Agency Wellington, New Zealand

2002 – 2008

For a number of years involved in work ranging from acting in television commercials and sitcoms, to featuring in ad campaigns, fashion shows and photo shoots.

Required the Following skills and attributes:

- The ability and confidence to work in front of cameras and crowds.
- Working under pressure in an environment where there is little room for error.
- Very interpersonal and customer/client focused roles.

Personal Skills and Abilities

Interpersonal

I believe I...

- Am able to build strong relationships between myself and the client/customer.
- Have the ability to work with a range of different people in a team environment.
- Have a high degree of motivation and enthusiasm.
- Value the advice of others.
- Set and strive to achieve personal goals.
- Help create a positive environment to work in.
- Enjoy a sense of fun and believe laughter is a good stress release.
- Have a high work ethic.

Organisation and Management

I have shown organisational and management skills through...

- The ability to manage two tennis clubs and a team of assistant tennis coaches.
- Organising coaching structures and frameworks for the clubs and the assistant coaches.
- The ability to manage and keep track of all payments and invoices associated with the club and the assistant coaches.
- Managing my study and working life whilst completing my degree.

Research, Writing and Presentaion skills

I believe I have...

- Excellent research and analysis skills, and critical thinking.
- The capability to synthesize a range of sources into a concise piece of writing.
- The capability to present research in a concise oral presentation.

Achievements

Sports

- Represented Iceland at the international Davis Cup Tennis competition 2010 in Athens, Greece.
- Represented New Zealand for tennis between 1999-2003.
- Wellington Regional College Sports Person of the year 1998-99.
- Became full time athlete in 2001 to pursue professional tennis career, travelled extensively throughout Asia, South America and Europe playing junior pro ITF circuit.
- National tennis champion 16/U.
- Wellington Junior Tennis Representative from age 10 and Senior Tennis Representative from age 13.
- Chosen as an Academy of Sport carded athlete and sponsored by the brand 'Prince'.
- Member of the Tennis New Zealand development Squad at age 11.
- Awarded numerous Wellington and other regional tennis titles.

Further training

- 'Wellington Regional Business Course' completed 2007.
- First aid qualified 2007.
- Wellington Regional Coaching course completed 2005.
- New Zealand Tennis Level One coaching certificate completed 2007.
- The Agencie 'stage and performing' course completed 2003.

Languages

 Fluent in English and Icelandic

Interests

I am interested in...

- A variety of sports especially tennis and have played myself for a number of years being fortunate enough to travel extensively whilst training and competing.
- Going to the gym regularly and keeping fit and healthy.
- Listening to music.
- Keeping up to date with world affairs.
- Travelling and exploring different cultures.
- Computers and technology.

Referees

Linda Gibson

Property Manager, Self Employed Business Woman – Wellington, New Zealand
Junior co-ordinator Wellington Tennis Club
Email: linda.smilesatlife.gibson@gmail.com
Phone: +64 4 9719381 Cell: +64 2745 48280

Kirsty Bunny

Owner and manager of 'Kirsty Bunny Management' Wellington, New Zealand.
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Robert Pigou

Executive Director (Mergers and Acquisitions) 'Ernst and Young', Wellington, New Zealand
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Jónas Páll Jónsson

Owner and manager of 'Tennishöllin Tennis Centre', Reykjavík Iceland.
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Katie Knowles

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