

SALLY BLYTH

Travel Leader & Word Engineer



*With innovation, inspiration and
discovery in mind ...*

"Let's make it happen!"

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COMMUNITY INVOLVEMENT

- **NZ Racehorse Owners Federation** - Vice President of National Federation; President Auckland Owners Association.
- **Omaha Beach Community**, Committee member and Newsletter Editor (since 2013).
- **Epsom Girls Grammar School Old Girls Association**, Co-President 2015-2023.
- Many years involvement in various voluntary roles with **Family Planning**.
- Manager of **Grammar Juniors Rugby Club** 2005-09
- Member of numerous School and Community committees over many years.

ABOUT ME

Based in Omaha, north of Auckland, I have an unconventional and diverse professional background across a variety of industries and organisations in New Zealand and around the world. Travel leadership, communications, writing/editing, facilitation, admin and creative pursuits are significant components of my life. The world and its people are my passion. Lifelong learning is my delight. Flexibility is my middle name.

- Lived in London during the 1980s, working throughout Europe, including extensive travel and conference work.
- Self-employed since 2006 undertaking a variety of contract work including tour leading in NZ and beyond, alongside freelance writing with a focus on Travel.
- Have acquired a wide range of skills and experience in various fields: travel, health & wellbeing, disability, organisational culture & development, coaching, conferences & events, meetings/minute-taking, transcription, arts/creativity, sports, property and more.
- Have worked with many not-for-profit organisations.

With a lifetime of community, committee, board, governance and voluntary experience, quality communication is always at the core of what I do. I have strong people and planning skills, and a wide range of networks and contacts. Variety keeps me focused and productive. I pride myself on being professional, adaptable, socially and culturally aware, enthusiastic, supportive, travel savvy and compassionate. A multi-tasker and trouble-shooter who is deadline-driven, I love a challenge, thrive on new experiences and enjoy taking people and projects beyond expectations.

EDUCATION

Auckland University of Technology **1979**

Senior Business Course
Honours Diploma

Epsom Girls Grammar School **1975-1978**

School Certificate, University Entrance, Bursary

I have undertaken many workshops, courses and programmes of study over the years, professionally and personally, and continue learning through the "university of life"!

PROFESSIONAL EXPERIENCE

BEYOND FAC LTD, Auckland (Director - self-employed)

May 2006 to present

TRAVEL: Travel Companion Service / tour leading / travel design and planning / travel writing and editing. (Travel, both professionally and personally, has always been an important part of my life).

WRITING/EDITING: Freelance writer, editor and content creator; web design/content. (I love words!)

CREATIVE: Art, design, wearable arts, masks, creative workshops. (I've won a number of awards).

ADMIN & GENERAL: I undertake a variety of contract/freelance work when not away travelling.

- Board Secretariat, Minutes and Transcription services.
 - Conference, meeting & event organisation.
 - Communications; project leadership and coordination.
 - Vision/values; strategy; health & safety.
 - Extensive voluntary work undertaken over many years in many realms.
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The Zone, Auckland (Associate, Facilitator)

Nov 1999 - May 2006

- Devising, developing and delivering workshops for organisational change.
 - Specific personal focus on not-for-profit organisations.
 - Transformational coaching and team support.
 - Writing and reviewing content of facilitation material; administration.
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South Auckland Health, Auckland (EA to Director of Nursing)

1998-1999

- Ensuring smooth running of Nursing Department at Middlemore Hospital.
 - Interacting with senior nursing and medical staff; liaising with senior management and admin staff.
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Foundation for the Blind, Auckland

1991-1998

EA to CEO (1991-1996); Special Formats Coordinator (1997/98)

- Assisting CEO and Board, National Office; Overseeing EA team.
 - Liaising with visually impaired staff and members as well as all departments of the organisation.
 - SFC role - coordinating transcription of documents into braille, large print and/or audio as required.
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International Planned Parenthood Federation (Europe Region), London

1986-1990

Projects Coordinator

- Organising and participating in conferences and workshops throughout Europe and the world.
 - Producing a regular professional journal - soliciting and writing articles and news items; design & layout.
 - Liaising with family planning associations in Europe, and all departments of the global organisation.
 - Coordinating and overseeing special projects; organising travel; taking/producing minutes & reports.
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OTHER

- Two periods of maternity leave (1993 & 1996).
 - Between 1980 and 1985 I worked in the insurance, electronics/technology and property industries, in NZ and London.
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INTERESTS

- Creativity; horseracing; writing; languages; skiing; quiz; cooking/food/wine; music; cultures of the world; WOW Wearable Arts (8 garments in show) - and travel!

SKILLS & EXPERIENCE OVERVIEW

- Travel Leadership: Many years leading groups in New Zealand, Australia and around the world. Extensive experience across Europe.
 - Many years dealing with people from all walks of life, individually and in groups, with a focus on seniors. I offer a Travel Companion service for those who need assistance to travel.
 - Decades of EA/PA experience in various sectors, primarily NGO, public sector, health/wellbeing and disability sector as well as corporate and business.
 - Organisation of, and attendance at, meetings and conferences within NZ and around the world, with attendees from all corners of the globe.
 - Credible writing skills, with numerous articles published.
 - Excellent English.
 - Well-developed listening skills.
 - Editorial skills (editor of several community newsletters).
 - Familiarity with terminology and concepts in a wide range of areas.
 - High social and cultural awareness, locally and with a global and multi-cultural focus.
 - Development, coordination and delivery of workshops and projects over many years.
 - Drafting of agendas, minutes and associated reports for meetings at all levels including community, executive and board level for various organisations, as well as AGMs, shareholder meetings and more. Also chairing meetings. Understanding of governance and management.
 - High typing speed and accuracy.
 - Excellent computer knowledge across Microsoft.
 - Experience in web design and content creation.
 - Extensive digital transcription experience.
 - Reasonable knowledge of several languages.
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- I offer reliability, flexibility and quality.
 - I enjoy variety and humour and can turn my hand to many things.
 - People, positivity and progress are paramount in all that I do.

Let's make it happen!

REFEREES

Available upon request!