

OfW Member CV

Summary

I value honesty, privacy, tranquility & serenity, loyalty and justice. I am a good-natured individual with a practical understanding of systems, who tackles problems in a creative and nurturing manner. I have an assertive quality that occasionally surfaces in my need for justice. I am a workaholic, who enjoys taking breaks to avoid burn-out, and a critical thinker. My critical thinking helps me to stay grounded for a realistic world view and see the negative to implement preventative measures and problem solve. Working alone or in a team- I am a professional. My work experiences is broad and extensive across various work fields, some delving into Managerial, Supervisory roles, Finance, Stores, data capturing and secretarial roles.

Details

Age	31
Gender	Female
Nationality	South African
Address	Cape Town
Languages	English, Afrikaans

References

Member has references listed.

Education & Training

Building a Successful Career - understanding & Using my own potential

Certificate of completion, MSC Artisan Academy (in partnership with INSIGNIS)
Kensington Civic Centre, Dec 2023 to Dec 2023

Unit 1: Understanding my own potential

- The concept of Emotional intelligence and Personal Potential
- The effect of Past programming and personal conditioning

• understanding the formation of self Image

• Understanding Personal Uniqueness

Unit 2: Using my own potential

• Finding the balance - "The whole person concept"

• Personal values: prioritising and assessing current level of accomplishment

• Personal Planning and Goal-Setting Program

• Personal finance management

• Time Management

• Identifying obstacles in your path

Jamii Life Wound Care Training Session

Certificate of participation, Jamii Life

SHAWCO HALL, Kensington, Cape Town, Nov 2023 to Nov 2023

Phases & Classification of wounds, phases of Healing, Medication and effects, Non-healable wounds, chronic wounds, wound colours, wound assessment and record keeping, hypergranulation, role of physiotherapy in wound care

Nemisa on Microsoft- Online

Certificate, PYEI DBE Learnership

Wingfield Primary School, Kensington/ Windermere, Mar 2022 to Mar 2022

8 courses, 55 modules- 8 certificates (attached below)

Digital Literacy, Microsoft 101 DBE, Microsoft 365 DBE:

specified-Teams, Sharepoint, PowerPoint, Outlook, Excel, Word

NSSF & PROTOCOL TRAINING

Certificate, ProvDevPlus during PYEI DBE Learnership

ONLINE- Wingfield Primary School, Jan 2022 to Jan 2022

National School Safety Framework and the Protocol for for the Management and Reporting of Sexual Abuse and Harassment in Schools

KITSO Online Safety Course

Certificate, Free 3day WhatsApp Course during PYEI DBE Learnership

ONLINE Whatsapp - Wingfield Primary School, Dec 2021 to Dec 2021

The main focus is to help students and children stay safe on the Internet

Learning topics: Introduction To Your Online Presence, Community Standards &

Reporting, Dealing With Bullying & Harassment, Online Safety Tips, Misinformation &

Fake News, Protecting Your Privacy, Digital Tools For The Classroom.

Volunteer Branch Manager Staff Training

Certificate, Organising For Work (OFW)

Kensington Library, Cape Town, Mar 2019 to Mar 2019

Five day course that covered spreadsheets, word processing, calendars, running workshops, policy and advocacy around unemployment in South Africa

B.Sc Biodiversity & Conservation Biology

Degree, University of the Western Cape

Bellville, Feb 2012 to Apr 2017

Study record attached

Matric

Matric, ABBOTTS COLLEGE

Century gate campus, Bosmansdam Drive, Jan 2009 to Dec 2011

Matric Certificate attached, i.e. NATIONAL SENIOR CERTIFICATE

ACHIEVEMENTS

Grade 12 (2011) Subject merit for Afrikaans First Additional Language

Principle's award for phenomenal perseverance
Grade 11 (2010) Subject merit for Afrikaans First Additional Language
Subject merit for Mathematics

Employment

Home Tutoring

Sideline/Entrepreneur

Kensington, Feb 2024 to ongoing

Assisting Grade 6 learner to read English and Afrikaans, improving handwriting.
Repairing Post-Covid global pandemic shortfall.

EPWP graduate level 2 - data capturing/collector

City of Cape Town - CBD Civic Centre

Civic Centre, CBD, 5th Floor: Organisational Effectiveness & Innovation, Aug 2023 to Oct 2023

Assigned to the City Awards 2023 Project. Stamp and put up posters, drop nomination forms and posters all over City of Cape Town Depos - traveling from Strand to Malesbury, arranging which areas to drop off next, collecting all the data/nomination entries in the City Awards mailbox and Online - and presenting information to Selection Panel & Directors via SharePoint. Project manager - Chantal Minords

EPWP- Sample Inventory and Storeroom management - contract

City of Cape Town - SCM

ISM Quality Office, 13 Melck street, Ndabeni, 7405, Jul 2022 to Dec 2022

The storeroom was a hot mess with very little captured. Designed printable manual sheets, captured over 800 RFQs and over 900 tender samples. Cleaned office and storeroom, basic filing, sent sample collection request to suppliers via email using Outlook, Uploaded information on SharePoint, Capture Supplier details next to sample descriptions on Excel spreadsheet (online and offline) [filters are very handy]. Did telephonic follow-ups. Designed covers for files and posters for shelves.

I received many thank you's and gifts. Even received lifts home from staff so high up the authority chain- e.g. my boss's boss's boss's boss. Invited to attend an Honour Ceremony at the Council of chambers in the Civic Center, Cape Town.

Reference: Nabeelah Kassiem & Aqeelah Charles.

Home Tutoring

Sideline/ entrepreneur

Kensington, Cape Town, Feb 2022 to May 2022

Tutoring struggling grade 5 at Learner home, fill in diagnostic gaps, solve behavioral problems and teach skills to cope with social issues. Sessions +/- 3DAYS a week for two hours between 6pm and 8pm for a weekly stipend

Educational Assistant (phase II and III)

Wingfield Primary School - PYEI DBE Learnership

Kensington, Cape Town, Nov 2021 to Jun 2022

Mentor: Mrs C. Arenz

Principal: Mr. R. Van Der Heyden

Tuckshop Duties, Learner Interval supervision, stapling, organising documentation into alphabetical and/or numerical order, classroom management, identifying learner diagnostic gaps, stapling (lots), making and updating posters, filing, daily attendance registers, covid screening, updating covid registers, occasionally sweeping, sports day learner orientation (my team- yellow house WON!)
Reorganized local school library in Phase II and III.

Educational Assistant (Phase I)

Wingfield Primary School - PYEI DBE Learnership

Kensington, Dec 2020 to Apr 2021

Mentor: Mr. C.M. Scholtz

Principal: Mr. R. Van Der Heyden

Tuckshop Duties, Learner Interval supervision, stapling, organising documentation into alphabetical and/or numerical order, classroom management, identifying learner

diagnostic gaps, stapling (lots), filing, daily attendance registers, covid screening, updating covid registers

Repacked and organised entire stationery & book storeroom that was left unused for many years prior. Had to break storeroom lock and replace lock as original key disappeared.

Sales Assistant

STERNS Parow Centre

Sanlam Centre, Parow, Feb 2020 to Jun 2020

Store Manager: Anthea Pienaar (Currently working at American Swiss)

Duties: Jewelry sales

Fashion fixer

The Fix Goodwood

Goodwood mall, Nov 2019 to Jan 2020

Employed during store closure. Floor management, folding clothes, Sales on till, Daily banking of store cash. Docket filling.

Reference: Clarisha Brown

Volunteer

Cheetah Outreach

De Beers Avenue, Paardevelei, Somerset West, Jun 2019 to Aug 2019

Very enjoyable and fulfilling job. Duties: ticket sales, explaining various tickets and tours despite language barriers to promote purchases, exchange foreign money's into Rand. Assisted with environmental protection education. Maintain sanitization standards of animal food and water bowls. Feed tortoises.

Reference: Dawn Glover

Volunteer- Co-Branch Manager

Organising for work

Kensington Library, Cape Town, Dec 2018 to May 2019

Unemployment movement: helped me get a volunteer opportunity at cheetah outreach.

Achievements: co-branch manager

Hosted rapid Job-app. workshops, delegate who will take home equipment like laptops, etc. Issue lunch money on rotational basis. Assisted in opening new OFW branch in Langa and helped train new volunteers. Send mass SMS's via given shortcode from online Google spreadsheets.

Reference: Ayal Belling

Scale Operator

Paarl Media

Montague Gardens, Mar 2018 to Jun 2018

Twelve-hour night shift job at R13 an hour. It's a paper company, Weighed Pellets and captured numbers in spreadsheet, Assisted with Tuckshop in exchange for unlimited coffee. (Non management arrangement)

Learnt minimum wage is R20. Recieved company transport to and from work was being deducted from my R13p/h.

Examination Invigilator

Examination Invigilation

University of the Western Cape, Nov 2017 to Dec 2017

Ensure exam rules are adhered to by students, script counts, head counts, examination venue preparations, escort students to bathrooms. Had to leave due to illness, Had three month long hospitalization.

'Learn to Swim' (LTS) coach and Swimming Pool Marketer

Aquatic Centre, University of the Western Cape

University of the Western Cape, Bellville, Apr 2017 to Aug 2017

Achievements: swimming pool safety Coach, level 1. - teach kids safety in and the the pool.

Swimming Pool marketer-

Had UWC driver take me to all surrounding schools and promote people to join the swimming club. Teach UWC students how to swim during hour long lunch (Free). Hosted and promoted flyers and posters and made management team vote on flyers, catering, etc. Captured school contact details. Joined up with NPO to helped arrange free

swimming lessons to Primary School learners from Kayalitsha. NPO had to organise their own transport.

Reference: co-ordinator, Keith Dankers
Aquatic Centre Manager: Derick Orderson

Volunteer.

Cape Flats Nature Reserve (CFNR)

University of the Western Cape, Bellville, Apr 2017 to May 2017

Designed information cards about the ecology of the fauna found in the CFNR using images taken from hidden cameras in the reserve.

Practical demonstrator

Life Science Building, University of the Western Cape, Module: Biodiversity & Conservation Biology 212: Plant Ecophysiology

University of the Western Cape, Bellville, Aug 2016 to Oct 2016

Assist with learning. Lab safety officer.

Supervise excursions. Mark prelab tasks, practical assessments and essays. Network marks via mail to other demonstrators and module professor, Prof. AJ Smit

Practical demonstrator

Life Science Building, UWC, Module: Life science 141

Life Science Building, University of the Western Cape, Jan 2015 to Jun 2015

Assist with learning. Ensure lab safety. Mark practical books. Email marks to practical coordinator Mrs. Lorne Gelderbloem

Skills

Admin	Analysis
Bookkeeping	Cashier
Cooking	Customer service
Drawing	Good computer literacy
Marketing	Project management
Secretarial	Spreadsheets
Teaching / tutoring	Warehousing
Word processing	Writing reports