

OfW Member CV

Summary

I believe that I will be an asset, as I am an honest and hardworking individual. My goal is to continually strive to do my best regardless of the challenges, always willing to increase my knowledge of whatever work environment I am in through on the job training or external study. I am computer literate, have experience in administration and possess good communication skills.

Details

Age	55
Gender	Female
Nationality	South African
Address	Cape Town
Languages	English, Afrikaans

References

Member has references listed.

Education & Training

Computer Literacy

Windows, Microsoft Word 2013, Microsoft Excel 2013, Microsoft Powerpoint 2013, Email & Internet., UCT - SHAWCO

Cape Town, Feb 2017 to Mar 2017

Windows, Microsoft Word 2013, Microsoft Excel 2013, Microsoft Powerpoint 2013, Email & Internet.

NTC4 Drawing Office Practice

Drawing Office Practice, (Draughting) Pictorial Draughting (N4) Mechanical and Drawing General Draughting (N4) Office Orientation (N4) Mechanical Draughting (N4), Athlone Technical College

Cape Town, Jan 1996 to May 1997

ARCHITECTURAL TECHNICIAN – CAD OPERATOR:

Drawing of plans and working drawings for Developments and other Company contracts, to client specification and Municipal regulation. Duties included telephone reception, design and drawing of residential plans to NHBR regulations for council submission. The plans once complete are prepared for and submitted council for approval. As well as general office administration. These drawings are done on the computer programme, Autocad. Freelance Draughting is included in this as a Registered Professional Architectural Draughtsman.

CONSTRUCTION SECTION-

Designing layouts of cabins and compartments on naval vessels. On the computer programme, Caddie. As well as general office administration and data capturing.

MECHANICAL-CONSTRUCTION SECTION – SUBMARINE SECTION

Design on naval submarines and vessels on the computer programme, Caddie. Doing schematics as well as general office administration and data capturing on computer.

NTC 5

Drawing Office Practice, (Draughting) Building (Architectural) Draughting (N5) Structural Steel Detailing (N5) Building Draughting (N5) Electrical Draughting (N5) Autocad (N5), Athlone Technical College

Cape Town, Jan 1996 to May 1997

ARCHITECTURAL TECHNICIAN – CAD OPERATOR:

Drawing of plans and working drawings for Developments and other Company contracts, to client specification and Municipal regulation. Duties included telephone reception, design and drawing of residential plans to NHBR regulations for council submission. The plans once complete are prepared for and submitted council for approval. As well as general office administration. These drawings are done on the computer programme, Autocad. Freelance Draughting is included in this as a Registered Professional Architectural Draughtsman.

CONSTRUCTION SECTION-

Designing layouts of cabins and compartments on naval vessels. On the computer programme, Caddie. As well as general office administration and data capturing.

ELECTRICAL SECTION - Placement of equipment and the implementation thereof. Liaising with private companies with regards to equipment and materials used onboard ships.

AutoCad- Basic and 3D

AutoCad - Basic and 3D, Athlone Technical College

Cape Town, Jul 1994 to Jul 1994

Carpentry and Joinery

English, Afrikaans, Building Drawings, Building Science, Trade (Carpentry & Joinery), Mathematics, Athlone Technical College

Cape Town, Jan 1991 to May 1991

Carpentry and Joinery

NTC3 Building Drawings, Building Science, Trade (Carpentry & Joinery), Mathematics,

Athlone Technical College
Cape Town, Jan 1991 to May 1991

Computer Aided Draughting

Computer Aided Draughting, CAD TRAINING CENTRE
Cape Town, Sep 1990 to Sep 1990

Carpentry and Joinery

NTC2 Building Drawings, Building Science, Trade (Carpentry & Joinery), Mathematics, Athlone Technical College
Cape Town, Jul 1990 to Sep 1990

Employment

Part-time Architectural Draughtsman / Administrator

FREELANCE
Cape town, Jan 2017 to May 2019
Part-time Architectural Draughtsman / Administrator

Member of PROTECTION BRANCH

SANDF - SA NAVY
Cape town, Mar 2016 to Dec 2016
Member of PROTECTION BRANCH
SAS SILVERMINE

Member of PROTECTION BRANCH

SANDF - SA NAVY
Cape town, Apr 2014 to Sep 2014
Member of PROTECTION BRANCH
SAS WINGFIELD

ERATT Training

SANDF - SA NAVY
Cape town, Jan 2012 to Dec 2013
ERATT TRAINING – FHRD
NAVAL BASE SIMONSTOWN HQ

NCAGS OPERATOR - NAVAL CO-OPERATION AND GUIDANCE OF SHIPPING

SANDF - SA NAVY
Cape town, Jul 2011 to Sep 2011
NAVAL CO-OPERATION AND GUIDANCE OF SHIPPING, NCAGS OPERATOR
SAS SILVERMINE

NCAGS OPERATOR - NAVAL CO-OPERATION AND GUIDANCE OF SHIPPING

SANDF - SA NAVY
Cape town, Jun 2010 to Jul 2010
NAVAL CO-OPERATION AND GUIDANCE OF SHIPPING, NCAGS OPERATOR
OPERATION UMKHUMBI
CAPE TOWN HARBOUR

Draughtsman/Administrator - Submarine Section

SANDF - SA NAVY
Cape town, Dec 2009 to Jun 2010
NAVAL ENGINEERING SECTION – Draughtsman/Administrator - Submarine Section
NAVAL BASE SIMONSTOWN

Member of the Call Centre: Mail Distribution Centre

SANLAM
Cape town, May 2005 to Jul 2009
Member of the Call Centre: Mail Distribution Centre

CALL CENTRE - MDC - BELLVILLE HEAD OFFICE

Chart Corrector: Nautical Charts (HYDROGRAPHIC OFFICE)

SANDF - SA NAVY

Cape town, Nov 2003 to Apr 2005

Chart Corrector: Nautical Charts (HYDROGRAPHIC OFFICE) at SAS SILVERMINE

Member of PROTECTION BRANCH

SANDF - SA NAVY

Cape town, Jul 2003 to Nov 2003

Member of PROTECTION BRANCH at SAS WINGFIELD

CAD OPERATOR

INDEPENDENT ARCHITECTS

Cape town, Jan 2002 to May 2003

Architectural Draughtsman/Administrator

Skills

Building

Customer service

Event planning

Marketing

Word processing

Construction

Drawing

Good computer literacy

Social media

Writing reports