

# 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

<b>Age</b>	54
<b>Gender</b>	Female
<b>Nationality</b>	South African
<b>Address</b>	Cape Town
<b>Languages</b>	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