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| **APPLICATION FOR EMPLOYMENT** **Miss Marise Guissy Blandin de Chalain** **APPLICATION DETAILS:**  |
| Position Wanted: | **Biology/English Department**  |
| Years’ Experience:  | **20+ years**  |
| Career Level:  | **Senior** |
| Current Monthly Salary:  | **R** |
| Expected Monthly Salary:  | **UAED 15000.00 – 16000.00**  |
| Preferred Areas:  | **Dubai**  |
| Transport:  | **Own** |
| Notice Period:  | **Available Immediately** |
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| **SUMMARY OF EXPERIENCE RELEVANT TO POSITION APPLYING FOR:** |
| * Able to run/plan/organize functions of all types.
* Planning and deliver internal or external presentations
* Organize and run staff training workshops
* Pay meticulous attention to detail
* Booking of schedules, appointments and follow up on
* Meet deadlines
* Have a meticulous work ethos.
* Enjoying interacting with people from all walks of life
* Willing to learn new technology
* Patience
* Fully computer literate in MS Word, Excel, Power Point, Spreadsheets and graphs
* Knowledgeable with the Apple programs
* Taking down minutes of meetings and the typing them up
* Diary management
* General office admin duties
* Have an excellent command of both English and Afrikaans languages
* Exceptional telephone skills
* Exceptional typing skills
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| **CAREER OBJECTIVES:** |
| * I am seeking an opportunity within an established and reputable organisation that is willing to allow me to utilize my knowledge, skills and experiences to my fullest.
* Who will also allow me to gain further experience to utilize and do a better job within the organisation to benefit the organisation as well as, be awarded for my achievements to grow within the organisation.
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| **PERSONAL ATTRIBUTES / ACHIEVEMENTS:** |
| Personal attributes are:* Quick learner
* Positive person
* Respectful to all people alike
* Willing to learn new technology
* Hardworking
* Pays meticulous attention to planning and detail
* Willing to work overtime if required
* Reliable
* Positive attitude
* Honest
* High work ethos
* Trustworthy
* People orientated
* High level of patience
* Enjoy interacting with people and learners alike

 Achievements are: * I was able to implement a few policy systems when at General Smuts within the Life Science (Biology) department that was use by the whole department and at Balmoral College that was implemented and adopted by the entire school and staff.
* I pride myself on the achieved pass rate of 100% of above 65% for 18 years running for Life Science (Biology) for grade 12 and English for grade 7, 8, 9, and 10.
* I prided myself on the high standard of work I have done in educating the young mind, and on the gaining of valuable knowledge in my teaching career.
* When at Christine Mayer financial service the system that was implement by me was user friendly for all to use.
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| **EDUCATION, TRAINING & COMPUTER LITERACY:** |
| **Secondary Qualification:** | Std 10  |
| School:  | Technical College Durban Central |
| City/Town:  | Durban |
| Year: | 1981 |
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| **Tertiary Qualification1:** | Ace in education (in-service training) |
| Institution: | School of Educational Sciences - Imvuselelo through Suncresr High School  |
| City/Town: | Vanderbijlpark  |
| Year: | 2004 |
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| **Computer Literacy:** |
| * MS Word
* Excel
* Power Point
* Intel
* IT Basics
* Presentations
* Spreadsheets
* Coral
* Word Processing
* Graph presentations
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| **Courses attended:** |   |
| * e-Learner for Educators
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| * Fossils and Evolution workshop
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| * Biotechnology workshop
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| * Genetics workshop
* Ace in education (in-service training)
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| **EMPLOYMENT HISTORY:** |
| **Employer 1:** | General Smuts High School |
| City/Town: | Vereeniging, South Africa |
| Date:  | October 2009 to March 2014 |
| Position: | Educator |
| Monthly Salary: | R17007.00 |
| **Duties:** |  |
| * Grade 9 natural science co-ordinator
* Teaching Life science (LS - Biology) grades 10-12
* Subject secretary
* Typing minutes/exams
* Term planning
* Cycle planning
* Daily work schedules
* Fundraising
* Leadership girls
* Gems and bems group
* Tuckshop girls
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| **Reason for leaving:**  | Contract expired |
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| **Employer 2:** | Ed-U-College  |
| City/Town: | Vereeniging, South Africa |
| Date:  | June 2006 to September 2009 |
| Position: | Educator  |
| Monthly Salary: | R8200.00 |
| **Duties:** |  |
| * Teaching LS 10-12/NS 8-9
* Discipline head
* Term/cycle planning
* Daily schedules
* Fundraising
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| **Reason for leaving:**  | Moved over to General Smuts High School |
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| **Employer 3:** | Ed-U-College Saturday School (part time job) |
| City/Town: | Vereeniging, South Africa  |
| Date:  | January 2008 to November 2009 |
| Position:Monthly Salary:  | Head R4000.00 |
| **Duties:** |  |
| * All administration work
* Enrolment of learners
* Data capturing
* Staff control
* Leaner control
* Typing all meeting minutes
* Co-ordinator of all staff meetings
* Monthly and weekly reports
* Drawing and typing up of Spreadsheets on Excel
* Payment control
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| **Reason for leaving:**  | Moved over to General Smuts High School |
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| **Employer 4:** | Christine Meyer Financial Service  |
| City/Town: | Vereeniging, South Africa  |
| Date:  | August 2003 to May 2006 |
| Position: | Office Manager |
| Monthly Salary: | R8000.00 |
| **Duties:** |  |
| * Running of office
* Staff control
* All administration work
* Data capturing
* Functions internal and external
* Workshops internal and external
* Petty cash
* Spreadsheets
* Growth plans weekly and monthly
* Reports monthly
* Typing all meeting minutes
* Diary management
* Booking of schedules and appointments
* Dealing with clients
* Staff training
* Answering of telephone
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| **Reason for leaving:**  | Closed down |
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| **Employer 6:** | Suncrest High School |
| City/Town: | Vanderbijl park, South Africa  |
| Date:  | February 1996 to August 2004 |
| Position: | Educator  |
| Monthly Salary: | R4000.00 |
| **Duties:** |  |
| * Teaching typing grades 8 - 12
* Computer typing grades 8 – 12
* LS (Biology) 10 and 11
* NS (Natural Science – Junior Biology) 8 and 9
* Discipline head
* Fundraising
* Catering
* Staff secretary
* Prefect head
* Staff workshops on computer
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| **Reason for leaving:**  | Made redundant  |
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| **Employer 7:** | Saturday School C. Meyer (Saturdays part time)  |
| City/Town: | Vanderbijl park  |
| Date:  | January 1993 to October 1997 |
| Position: | Administrator  |
| Monthly Salary: | R2000.00 |
| **Duties:** |  |
| * All administration
* Learner data capturing
* Learner enrolment
* Reports
* All typing
* Timetabling
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| **Reason for leaving:** **Employer 1:** City / Town:Date:Position:Monthly Salary:**Duties:** | Made redundant **LAST EMPLOYER**: Balmoral College Boksburg August 2015 to May 2016Educator/Discipline Head R15000.00 |
| * Teaching Afrikaans Gr 9,10 English Gr 4,7
* Term/Cycle Planning
* Cycle/Exam Planning
* Grade coordinator grade 4 English
* Discipline Head
* Implementing varies School Policies
* Prefect Head – Ambassadors
* School Staff Policies

**Reason for leaving:**Made redundant  |  |
| **PERSONAL DETAILS:** |
| Christian Names:  | Marise Guissy  |
| Surname: | Blandin de Chalain |
| Birth Date:  | 22-October-1961 |
| Age: | 55 |
| Gender:  | Female |
| Nationality: | South Africa  |
| Employment equity: | White |
| Marital Status: | Single |
| Number of Dependants: | 0 |
| Health:  | Excellent  |
| Smoking:  | No |
| Disabled:  | No |
| Residential City/Town: | Johannesburg, Gauteng, South Africa  |
| Email Address: | marisedechalain@gmail.com |
| Cell Phone: | +27 722972777 |
| Languages:  | English Afrikaans |
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| **CONTACTABLE REFERENCES:** |
| Name: | Mrs S van der Berg  |
| Company:  | General Smuts High School |
| Position: | HOD  |
| Tel: | +27 60 504 2119  |
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| Name: | Mrs A Esterhuizen  |
| Company:  | General Smuts High School |
| Position: | Accounts  |
| Tel: | +27 84 581 6168 |
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| Name: | Miss. P. Muller  |
| Company:  | Ed-U-College |
| Position: | Educator |
| Tel: | +27 82 438 6047 |
| Name: | Mr R. Pieterse |
| Company:  | Relation  |
| Position: | Manager  |
| Tel: | +27 72 534 9033 |
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