ELMARIE

CURRICULUM VITAE

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| PERSONAL INFORMATION |  | Names: Elmarie  Email: [ELMARIE.373332@2freemail.com](mailto:ELMARIE.373332@2freemail.com) |
| BIOGRAPHICAL SUMMARY |  | I am a mature, dynamic and ambitious professional with 17 years’ experience in Education and in particular the Secondary and Further Education and Training sectors. I also have 8 years’ experience in Project Coordination, Implementation and Management of IT Projects in the sector. I am currently employed by AdaptIT Pretoria and have proven myself to be a hard worker, a strong leader (mentoring other project managers at AdaptIT Pretoria) not only in my current sector but also in the Education sector where I was part of the National Team who wrote the new qualifications for the Further Education and Training sector in South Africa. I am single and do not have any dependents. |
| EMPLOYMENT HISTORY |  | **Project Coordination**  **July 2010 – Current**  **Adapt IT**   * Develop project plans and schedules in accordance with the company policy and procedures (ISO) * Negotiate resources to be assigned to projects with line managers and the client/s and determine time lines * Manage projects within the scope, time lines and budget as agreed with the internal customer/s (internal developments) or with the client/s (external installations) * Compile and distribute the applicable project documentation in accordance with the ISO standards * Set up the necessary communication channels for a particular project- ensure effective and comprehensive communication between all the role players * Conduct all necessary project related meetings (project steering committees, feedback meetings, close-out meeting, etc), compile minutes, distribute and follow up * Invoicing for the project in accordance with the specified milestones per tender/quotation * Assist with the revision and maintenance of ISO procedures for project management and compliance thereto     **Education Department North West Province**  **November 1992 – July 1999**  **March 2001 – December 2009**  **North West Department of Education**  **Acting Senior Education Specialist: Taletso TVET College**   * Recapitalisation project – create database of providers, admin duties, revisiting assessment and moderation policies in order to bring them in line with National Objectives (NCV programmes) * Registering full qualifications and skills programmes with SETA’s * North West Cass Policy Team 2006 – Developed policy regarding CASS for NATED Courses in the province * National Curriculum Reference Team – sub-field Marketing – Contact Centre Operations * Curriculum Development Taletso TVET College – developing learning material for short and skills courses * SIM Enterprise Project – establishing a Simulated Work Environment in order to present market related training * Internal Training for Taletso Staff * Compiled learning material for outside clients e.g. Computer Courses for Lafarge Cement and Conversational Setswana in collaboration with M. Tlhakanye and L. Botsheleng * Facilitating Advanced Certificate in Education (North West University and DoE) * Centre Coordinator for North West University: ACE: Curriulum and Professional Development Programme for Educators 006 * Writing of textbooks – Co-author English for TVET Colleges L4 – Maskew Miller Longman * Editing of textbooks – NCV Level 3 Business Practice Textbook * Appointed author at Easi-Study but could not complete duties due to time constraints * Lecturing:   + Communication and Management Communication N4-N6   + Management Communication N4   + Business English (NIC and NSC)   + Public Relations N5   + Business Practice   + Personnel Management N4   + Office Practice /N3N5-N6   + Introductory Accounting   + Labour Relations N6   + Introductory Marketing N4   + NIC and NSC Career Orientation   + Introductory Computer Practice   + Future Kids – training Teachers in MS Excel and PowerPoint   + ABET Training – L1 and L2 for TACET Transport Company   **August 1999 – February 2001**  **North West Department of Education**  **Head of Department: Languages at Mafikeng Secondary School**   * Part of Top Management * Managed Department of Languages at school   **January 1988-December 1990**  **North West Department of Education**  **Teacher – Languages 1988-1990** |
| TERTIARY EDUCATION |  | **1983 - 1987**  **University:** University of the Free State  **Qualification:** Bachelor of Languages  English and Afrikaans Major  Higher Diploma in Education  **2010 University**: University of Stellenbosch Business School  **Qualification**: Short Course in Prince2 |
| TRANSFERABLE SKILLS AND KNOWLEDGE |  | * Teaching * Learning material development and Curriculum Management * Project Planning and Scheduling * Risk Analysis and Mitigation * Project Management Tools * Microsoft Office Suite (MS Project, MS Excel, MS Word, MS |
| PERSONAL ATTRBUTES |  | * Excellent planning and organizational skills * Hard Working and Efficient * Strong analytical and reasoning capabilities * Target/ Milestone driven * Great interpersonal skills * Creative problem solver * Loyal and trustworthy * Always willing to go the extra mile |
| HOBBIES AND INTERESTS |  | * Travelling * Beading * History |