ELMARIE

CURRICULUM VITAE

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| PERSONAL INFORMATION |  |  Names: Elmarie Email: 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
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| HOBBIES AND INTERESTS |  | * Travelling
* Beading
* History
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