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**Profile**

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*I have more than eight years of project management, administrative, training and sport related experience within a variety of roles including, Student Recruitment Coordinator, Systems Administrator, Trainee Manager, Secondary School Hockey Coach and an Overseas Trainer. In addition to my relevant work experience, my bachelor’s degree with honours in Strategic Management has enabled me to approach my previous roles from a strategic and visionary perspective. Linked to this, I have utilised my bachelor’s degree in Sports Management to coordinate sporting and educational training activities.*

**Skills**

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Planning and Organisational Ability

My systematic thinking enables me to approach my work in a methodical and organised manner. This is the key ability that I utilised in my previous roles when coordinating multifaceted activities, providing support, maintaining impeccable records, and compiling reports for various parties. My written skills have been proven as I have been published in a South African Textbook, ‘South African Travel and Tourism Cases’. Whilst working as an Overseas Trainer in France I used my initiative to design the training material and schedule for over 50 staff between my 7 sites. My ability to present information enthusiastically to the staff in an interesting manner was highly praised and as a result my delivery methods were passed to my successors.

Adaptability and ability to cope under pressure

My approach to both my career and my life in general can be described as highly adaptable. I work well under pressure and relish the challenge of a busy and fast-paced work environment. I have often been described as having a calming influence on those around me in the workplace. In my current position of Student Recruitment Coordinator I am required to work effectively between departments and I am well aware of the issues associated with this. I worked well on my own initiative as an Overseas Trainer as a covered a large area and only on occasion met up with the Area Manager.

Interpersonal and Communication Skills

My strong interpersonal skills allow me to communicate effectively and relate to people of various ages and backgrounds in an empathetic way. From a very early age I volunteered at Little Eden Society working with learning disabled children and adults. In my Overseas Trainer role I was involved on a day-to-day basis with staff development and training, and continually encouraging young adults to gain life skills and self-confidence. In my current role as Student Recruitment Coordinator I am constantly called upon to communicate with and effectively relate to students and companies from all over the world. The fact that the courses are always fully booked shows that I am indeed effective at communicating with others from all backgrounds, be it in written or verbal form. I have an outstanding report with the students of the College who constantly turned to me for help and advice.

Passion, Enthusiasm and Achievements

During July 2006 I was responsible for planning, organising and leading a party of five people on a trans-European 1000-mile bicycle trip beginning in Brussels and ending in Venice. The gruelling event was a long time dreams of mine and I recruited 5 others to join me. I organised the training leading up to the event, the logistics, the itinerary, and the route and acted as leader on the route itself. My leadership skills are shown when I instruct others, so much so that I was asked to organise a fundraising event that took the form of a bicycle ride in my city in South Africa to raise funds for Little Eden Society. I have played International Touch Rugby for both Italy and Scotland in the last two years in various competitions in Europe.

IT Skills

I am highly skilled in a variety of pc applications including Microsoft Word, Excel, Outlook, PowerPoint, Internet Explorer, Lotus Notes, Zimbra and Pegasus. I am efficient on a number of databases including Access, Unit E and Alpha. I have often worked with various desktop publishing applications including Photoshop and also have the ability to develop minimalist websites using Front Page and Basic Dreamweaver. I hold an ECDL Certificate (European Computer Driving Licence).

**Education**

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**Bachelor of Commerce with Honours specialising in Strategic Management**

2002

Rand Afrikaans University - South Africa

**Bachelor of Commerce specialising in Sports Management**

1999 - 2001

Rand Afrikaans University - South Africa

**Professional** **Courses**

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| * TEFL 40 Hour Course:   ‘Grammar Awareness’ module, 2009   * Level 1 Touch Rugby Coaching Course, 2008 * What is Sports Coaching, 2007 * How to Coach Sports Effectively, 2007 * HSE First Aid Course, 2007 * Life saving Course, 2007 | * British Sign Language Level 1 Course, 2007 * Minute Taking Course, 2007 * Essential Skills for Front Line Staff, 2007 * European Level 1 Touch Rugby Referee, 2007 * Italian Level 2 Course, 2006 * Holistic Sports Massage Therapy Course, 2000 * Public Speaking Course, 1997 |

**Employment**

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**Student Recruitment Coordinator** July 2006 – Present

Glasgow College of Nautical Studies – United Kingdom

**Trainee manager** November 2004 – May 2006

Enterprise Rent-A-Car – United Kingdom

**Overseas trainer** February 2004 – October 2004

Holidaybreak plc – France

**Administration Coordinator** January 1998 – January 2004

Little Eden Society for the care of persons

with mental handicap – South Africa

**General Office Administrator** November 2002 – March 2003

Fairstaff Agency – United Kingdom

**Secondary School Hockey Coach/Manager** January 2001 – November 2002

St Benedict’s College – South Africa