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**CURRICULUM VITAE**

**OF**

**DELON MARC LE ROUX**

 **PERSONAL DETAILS**

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| **Surname** :  | le Roux |
|  |  |
| **First Names** : | Delon Marc |
|  |  |
| **Known as** : | Delon |
|  |  |
| **Identty Number** : | 861229 5020 089 |
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| **Nationality** : | South African |
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| **Languages** : | English, Afrikaans |
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 **EDUCATIONAL QUALIFICATIONS**

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| **High School Attended** : | Alexander Road High School |
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| **Standard Passed** : | Grade 12 (Matric) |
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| **Year** : | 2004 |
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| **Subjects** : | English, Afrikaans, Business Economics, Biology, Geography, Speech & Drama |

 **TERTIARY EDUCATION**

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| **Institution Attended** : | Nelson Mandela Metropolitan University |
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| **Qualification** : | Bachelor of Arts: Media, Communications and Culture |
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| **Majors** : | Public Relations, Corporate Communications, Event Management, Advertising, Freelance Journalism, Media Law |
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 **COURSES COMPLETED**

**TEFL (CELTA) Teacher Training – 120 hours**

**CNE Teacher Training – 64 hours**

**Introduction to Internet Web Design**

**Toastmasters International Youth Leadership Program**

 **COMPUTER LITERACY**

* **MS OFFICE – Access, Excel, Outlook, PowerPoint, Publisher, Word**
* **Adobe Photoshop**

 **EMPLOYMENT HISTORY**

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| **Company** : | Chungnam Office of Education |
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| **Position** : | Native English Teacher  |
|  |  |
| **Period Employed** : | 10/2011 – 10/2012 |
|  |  |
| **Reason for wanting to leave** : | 1 year contract  |
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| **Duties** |
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| .* Conduct English classes and lead extracurricular activities not limited to, but including English camps
* Prepare teaching materials and lesson plans for English classes
* Lead the development and creation of teaching materials related to English language education
* Lead activities related to English language education such as but not limited to editing or creating English documents, judging contests, conducting teacher training, working at English camps etc
* Conduct English conversational classes for Korean teachers and/or parents
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| **Company** : | VISA (Egg Promotions) |
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| **Position** : | **Visual Merchandiser** |
|  |  |
| **Period Employed** : | 05/2010 – 06/2010 |
|  |  |
| **Reason for wanting to leave** : | Fixed term contract |
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| **Duties** |
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| Supervising a team of approximately 20 promoters at any given time.Conceptualising, planning, implementing and assisting with the creation of visual displays for store fronts in various strategic shopping complexes.Ensuring that there is no competitive branding within the various locations.Creating aesthetically pleasing displays, whilst in no way distracting from merchants existing promotions or displays.Stimulating mutually beneficial relationships and goodwill among various outlets and merchantsduring the lead up, during and after the FIFA World Cup |

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| **Company** : | MAC Cosmetics (Estee Lauder Companies) |
|  |  |
| **Position** : | **Associate Make Up Artist** |
|  |  |
| **Period Employed** : | 09/2009 – 05/2010 |
|  |  |
| **Reason for wanting to leave** : | I left to further my studies. |
|  |
| **Duties** |

Customer Service & Sales

Demonstrate effective communication skills, and well executed and expedient makeup

application.

Provide clients with information with regard to M.A.C consciousness programs & philosophies.

Obtain customer data for the CRM (Customer Recruitment Management)

Contribute to team goals in terms of service, sales and company objectives.

Keep informed about products, company & store information.

Assist with stock control and office administrative assistance activities i.e. customer requests,

processing of parcels, fax, email, telephone and front of house duties.

Compiling information on transfers and RTV's.

Assist in inventory management, merchandising (visual and otherwise)

Provide opportunities for additional brand exposure.

Act as a brand ambassador

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| **Company** : | **NMMU** |
|  |  |
| **Position** : | **Event Manager & Media Liaison** |
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| **Period Employed** : | 07/2008 – 08/2011 |
|  |  |
| **Reason for wanting to leave** : | Short term fixed term contract |
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| **Duties** |
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| NMMU MR & MS House Comm, Port ElizabethI was responsible for conceptualizing runway choreography, planning and implementing theevent structure, clothing selection & fashion styling as well as creating opportunities for mediaexposure, publicizing the pageant and backstage management at the event itself. |

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| **Company** : | NMMU |
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| **Position** : | **Venue & Decor Manager** |
|  |  |
| **Period Employed** : | 05/2008 - 09/2008 |
|  |  |
| **Reason for wanting to leave** : | Fixed term internship/ development program |
|  |
| **Duties** |
| SHARP! Launch (NMMU's literary publication)Conceptualise Decor Design Facillitate effective Event Planning & Sequencing Ensure information is diseminated between all relevant parties Liaise with sponsors Facillitate Set-up & Backstage management |
|  |
| **Company** : | NMMU |
|  |  |
| **Position** : | **Event Manager & Media Liaison** |
|  |  |
| **Period Employed** : | 03/2008 – 05/2008 |
|  |  |
| **Reason for wanting to leave** : | Short term fixed contract |
|  |
| **Duties** |

NMMU Mr & Ms Freshette, Port Elizabeth

I was responsible for conceptualizing runway choreography, planning and implementing the event structure, providing guidance with regard to sponsorships, clothing selection & fashion styling as well as creating opportunities for media exposure, publicizing the pageant via print,radio & electronic media and backstage management at the event itself.

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| **Company :** | Nelson Mandela Metropolitan University (NMMU) |
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| **Position :** | [Founder, Chairperson & Head Trainer / Facilitator](http://www.linkedin.com/search?search=&title=Founder%2C+Chairperson+%26+Head+Trainer+%2F+Facilitator&sortCriteria=R&keepFacets=true&currentTitle=CP&trk=prof-exp-title" \o "Find others with this title) |
|  |  |
| **Period Employed :** | 01/2008 – 11/2008 |
|  |  |
| **Reason for wanting to leave :** | Fixed term |
|  |
| **Duties** Train and facilitate weekly member development workshops Conceptualise Runway Choreography Facilitate Rehearsals Clothing Requisition & Selection Acquisition, Selection & Compilation of Show Soundtrack Secure sponsorships Draft Press Releases & Create opportunities For Media Coverage & Publicity Liaise with Print & Electronic Media contacts Designed & created the tickets & posters Create Script MC at the events |
| **Company** : | Dumisa Communications |
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| **Position** : | **Communications Assistant** |
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| **Period Employed** : | 11/2007 – 12/2007 |
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| **Reason for wanting to leave** : | Fixed term internship |
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| **Duties** |

I was tasked with fielding in and outward bound calls

Making Venue Bookings

Data Capturing

Creating and Compiling Databases for Report backs

Conducting Telephonic follow-ups

Liaising with Ward Counsellors

Assisting with construction of information packs

Typing Memos, correspondence etc

 **REFERENCES**

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| --- | --- |
| **Name** : | Ms. Santosh Ramadu |
|  |  |
| **Company** : | NMMU |
|  |  |
| **Position** : | Alumni Relations Coordinator (NMMU Trust) |
|  |  |
| **Contact Details** : | (041) 504 9698 **[T]** (041)504 1417 **[F]**  santosh.ramadu@nmmu.ac.za **[E]** |

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| **Name** : | Mrs. Lynette Roodt |
|  |  |
| **Company** : | NMMU |
|  |  |
| **Position** : | Manager: Student Life & Events |
|  |  |
| **Contact Details** : | (041) 504 3561 **[T]** 073 573 5224 **[C]**  lynette.roodt@nmmu.ac.za **[E]** |