July 2017

To whom it may concern,

I hereby send you my CV should suitable positions in become available within your company. I am looking for a position that will combine my passions and skills. The reasons that I want to change from jobs are: to get back into IT, to have a more challenging job and a job in Johannesburg, prefer Northern areas.

I hold a **BSc Computer Science degree** and have experience in a wide variety of areas - software development, developing my own successful cooking school; owner of and partner in a software business, playing a key role in bringing a project to life; ISO Quality Management; financial and administration experience; business development and website development (see http://www.heavenyawdah.org.za/). I am also interested in any alternative (clean) energies.

I am dedicated to effectiveness and systems and overall improvement and welcome new, innovative developments. I welcome challenges. I align my job with my personal values (commitment and integrity). I can keep the long-term goal or vision in mind while giving attention to detail and correctness. I would like to apply my skills and creative qualities in a dynamic company. I am a quick learner. Currently I hold a full-time position at an engineering firm, financial and administration. Improvement: I had converted some of the lists into electronic format which resulted in obtaining some accurate lists and good outputs.

I enjoy **continuous personal development, learning and studying**.

I want to further develop my career in the IT market; I am busy doing the following IT courses:

**Oct 2016 - 2017: Python - "Programming for Everybody Specialization",** **University of Michigan:**  <https://www.coursera.org/specializations/python>. There are 5 suggested courses in this series:

Course 1 - Python Getting Started (completed)

Course 2 - Python Data Structures (completed)

Course 3 - Using Python to Access Web Data (completed)

Course 4 - Using Databases with Python (completed)

Other: Python Data science

*Please observe my own Python code and practicing exercises:* <https://github.com/ElizabethMarais/Python-programming>

Emotional Intelligence development: **2014-2016:**  **St. Clements University of Switzerland**: **First year certificate** completed with an average of **90%** for ten assignments. (Certificate September 2016)

**Life coaching courses 2017: Dust Consulting,** by **Nico Liebenberg.**

Feb to April 2017**:** ‘Introduction to Balanced Life coaching’course 1

June to August 2017 – (enrolled) ‘Balanced Life coaching Course 2: Coaching tools’

## Yours sincerely Elizabeth Marais

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| CURRICULUM VITAE  Elizabeth Marais |  |

### **PERSONAL DETAILS**

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| **Residential Address:** | 34 Villa Ancke, 315 Gemmer Avenue, Newlands, Pretoria |
| **Telephone number (cell):**  **Email address:** | 082 802 9235  [elizabeth.marais@gmail.com](mailto:elizabeth.marais@gmail.com) |
| **Higher Education Qualification:** | BSc Computer Science, University of Pretoria |
| **Nationality:** | South African |
| **ID number:** | 7103170200088 |
| **Language:** | Afrikaans and English |
| **Preferred city/areas:** | Johannesburg, prefer Northern areas |
| **Availability:** | One calendar month |

### **ACADEMIC INFORMATION & PROFESSIONAL DEVELOPMENT**

2015:ISO 9001:2008 QMS Management experience

**2016: CESA course: Transition to ISO 9001:2015,** 18-19 April 2016 (certificate)

**2016-2017: Python -** "Programming for Everybody", University of Michigan: <https://www.coursera.org/specializations/python>. Completed the following of the suggested 5 courses:

Course 1 - Python Getting Started

Course 2 - Python Data Structures

Course 3 - Using Python to Access Web Data

Course 4 - Using Databases with Python

My own Python code and practicing exercises: <https://github.com/ElizabethMarais/Python-programming>

**2014 - 2016:**  **St. Clements University of Switzerland**: First year certificate **completed** with an average of **90%** for the ten assignments. (certificate September 2016)

Feb to April **2017:** “**Introduction to Balanced Life coaching”** course

**June to August 2017** – (enrolled) ‘Balanced Life coaching Course 2: Coaching tools’

1993: **Degree: BSc Computer Science degree –** *University of Pretoria*

Main Subjects: Mathematics III, Computer Science III. Also Mathematical Statistics I, Biochemistry II.

1989: **Matric/ Grade 12** – *Rob Ferreira High School (White River, Mpumalanga) –* ***4 distinctions***

Subjects: Afrikaans, Mathematics, Accounting, Biology

**COMPUTER LITERACY & SOFTWARE PACKAGES**

MS Office: Word, Excel, PowerPoint

VIP (Sage) Accounting & Payroll

Visual Studio 2013

#### **EMPLOYMENT HISTORY**

**CURRENT**

Company:  **Pienaar & Erwee Engineers (Pty) Ltd** [www.pienaarerwee.co.za](file:///C:\Users\eliza_000\SkyDrive\OneDrive%20Documents\Werk\www.pienaarerwee.co.za)

Industry: Electrical and Consulting Engineering Services

* More about the company: Electrical Engineering Services for multi-million projects like shopping malls, office blocks, town planning & electrification, township and reticulation, security complex developments, all over South Africa e.g. Loftus Park development; Bestwood Securitization in Kathu and Kuruman Mall in Northern Cape; Six fountains; Tijgervalley development, Hazeldean. Clients rendering services to are Grinaker LTA Uniqon, Moolman Group, Abland, [Nelesco / Sanlam](http://www.sanlam.co.za/).

This company has 3 offices – in Pretoria, Polokwane and Mpumalanga.

Position: **Administrative** & **PA to the Managing Director** (Pretoria head office)

From: May 2015 to date

Entails:

* ISO 9001:2008 and ISO 9001:2015 coordinator and administrator
* BBEEE verification process
* Engineering bi-annually and financial reports (ECSA and CESA.)
* Managing professional electrical engineering fee accounts
* Allocating incoming funds and Invoices of the other two branches (Polokwane and Mpumalanga).
* Re-registering process for the Professional Engineers at ECSA.

**Improvements in current job description*:*** On own initiative, I had converted some of the financial lists into electronic format which resulted in obtaining accurate lists and good outputs.

**Achievements:**

* Applying ISO 2008-9001 system, both external audits were highly successful (no errors). I have done the conversion to ISO 9001:2015 applying knowledge from the CESA course I attended.
* Getting to know the electrical engineering environment; professional fee accounts administration.

**Company**: **Kwilibri (Pty) Ltd** (<http://www.facebook/kwilibri.com>)

Industry: Information Technology Services

Period: July 2014 till April 2015

Entails: Accounting, administration functions, envisioning and marketing.

**Company**: **University of North-West**

**Department of Engineering and Science - Support Office (ISO)**, Pretoria branch

Industry: This company manages projects where Governmental funds, the private sector and post-graduate students collaborate to do research and develop new products over a period of three years.

Period: November 2013 to 30 June 2014

Entails: Administration and office related functions.

Attending and writing minutes of meetings between ISO and the private sector.

**Own business school:** **Delicious Meals Cooking School**

Period: March 2006 to August 2011

Entails: We trained domestic assistants to prepare tasty, nutritious food.

This home business was developed by myself in 2006 and continued to grow. During 2006 to 2011 I presented the lessons myself. I eventually trained an instructress who presented the lessons during the last two years, and I handled all the administration and client relationships. Clients were from overall, including Johannesburg, Phalaborwa, Woodhill Golf Estate, etc. Due to excellent client satisfaction, SuperNannies ([www.supernannies.co.za](http://www.supernannies.co.za)) referred all cooking enquiries during the last year.

Skills I obtained:

• Detail, precision and creativity in refining my own recipes

• Proper invoicing and bookkeeping (I had no bad debt)

• People skills: working with clients and domestic assistants

• Business development – getting the business to grow

**Company:** **Elko systems CC (**[**www.elko.co.za**](file:///C:\Users\eliza_000\SkyDrive\OneDrive%20Documents\Werk\www.elko.co.za)**)**

Position: Software developer

Period: January 2004 – July 2004

Industry: IT Systems including systems for the BMW plant in Rosslyn.

Entails: I developed web-based software for their clients' systems

**Company**: **Citadel investment solutions** ([http://www.citadel.co.za](http://www.citadel.co.za/))

Position**:** Quality Control

Industry: Financial services and long-term financial planning

Period: March 1998 – October 1998

Entails: Within this company I did quality control from an end user’s perspective. I had to obtain detailed knowledge of the software, e.g. projection of income, investment products.

**Company**: **Financial Software Applications**

Position**:** Software developer

Period: October 1996 – February 1998

Industry: FSA was a software company developing and maintaining software for an investment products company, TMA Fedsure in Sandton, Johannesburg.

Entails: I was solely responsible for the programming of a voice card system used by TMA clients. The system enabled a selection of options e.g. gain the latest information on their investment statements either verbally or by receiving a detailed fax, receiving products information, or to be transferred to an operator. Reasonable knowledge of SQL Server was also obtained.

**Company**: **SpesAero (Pty) Ltd**

Position**:** Software developer

Period: January 1994 – September 1996

Industry: Aeronautical Engineering

Entails: We developed a computerized industrial database of a flight manual, used in the international market. The duration of the project was two years. My colleague and I also developed a software product for ARMSCOR, in MS Excel and Visual Basic. The product was generic in type and made use of graphs.

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| Key Competencies and Skills | |
| * Holistic thinking * Planning and time management | * Documentation development & quality control * Good interpersonal and communication skills |

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| Key Attitudes and Values | |
| * Inspired and Enthusiastic * Committed * Positive “can-do” attitude | * Creative & pro-active * Open minded & adaptable * Integrity |

#### **EDUCATION**

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| **Tertiary Education:** | **University of Pretoria (1990 - 1993)**  **BSc Computer Science** |
| **Completed September 2016:** | **University of St. Clements, Switzerland**  **Christian Counselling, Certificate** |
| **Secondary**  **Education:** | **Rob Ferreira High School (White River 1985 - 1989)**  **Highest Grade: Grade 12**   |  |  |  |  | | --- | --- | --- | --- | | Grade 12 Subjects and Symbols:  Afrikaans 1st Language  English 2nd Language  Mathematics  Science  Accounting  Biology  Computer Science | (Higher Grade)  (Higher Grade)  (Higher Grade)  (Higher Grade)  (Higher Grade)  (Higher Grade)  (Higher Grade) | | **AC**  **A**  **B**  **A**  **A**  **C** | | **Awards**   * Top achiever – Grade 8, 9, 10, 11 & 12 * Dux pupil Grade 7 and 12 * Honourary Colours – Grd 12   **Leadership**   * Head Girl Grade 12   **Sport**   * Hockey * Long distance athletics | | **Arts & Culture**   * Lowveld and School choir * UNISA Piano Grade 7 * Honours list of UNISA * UNISA Theory Grade 5   **Extramural activities**   * Aventura (School Hiking club) |  | |

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| Personal Profile |
| I live an optimistic and well-balanced life. I am a quick learner and welcome challenges and constant learning. |

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| References |
| |  |  | | --- | --- | | **Deborah Pienaar**  Industrial Engineer  [deborahpienaar@gmail.com](mailto:deborahpienaar@gmail.com)  0836351968 | **Cora de Groot**  Project manager at University of North-West, ISO, Pretoria office  ​(012) 365 3311, Cell 082 333 4686  Email: [corapta@gmail.com](file:///C:\Users\eliza_000\SkyDrive\OneDrive%20Documents\Werk\corapta@gmail.com) | |