Etienne Pretorius

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**PROFESSIONAL SUMMARY**

As an experienced writer with over seven years of expertise in freelance technical writing, I have crafted comprehensive technical documentation, legal documents, business communications, and academic content for a diverse clientele. My work reflects a strong ability to translate complex information into clear, concise, and structured narratives, ensuring that technical and regulatory requirements are met while maintaining readability and engagement. I specialize in delivering high-quality content that supports business strategy, compliance, and stakeholder communication.

With a solid background in HR and operations management, my writing is grounded in practical business knowledge, making it particularly effective in drafting contracts, regulatory documentation, and project management reports. This experience is further enhanced by my qualifications in business and law, equipping me with the analytical skills necessary to navigate complex legal and business frameworks.

I am adept at working with cross-functional teams and managing projects that require a strategic approach to documentation and communication. My work spans various industries, ensuring versatility and adaptability to meet client needs in both technical and non-technical domains.

**KEY SKILLS AND COMPETENCIES**

* *Technical Writing:* Technical documentation, information structuring, research skills
* *Legal Writing:* Legal research, drafting legal documents, regulatory compliance
* *Business Writing:* Strategic business communication, marketing materials, business proposals
* *Academic Writing:* Critical thinking, peer review, citation, and formatting expertise
* *Copywriting:* SEO knowledge, brand voice development, content strategy
* *Ghost-writing:* Adaptability, discretion, and versatility in various styles
* *Project Management:* Managing content development projects with attention to detail and deadlines

**WORK EXPERIENCE**

**Freelance Writer**

January 2017 – Present

* Developed technical, legal, and business writing for clients across various industries.
* Managed complex writing projects, providing technical documentation, business plans, and academic papers.
* Produced high-quality content for regulatory submissions, HR documents, and strategic proposals.

**Head of Human Resources – PBC Group (Pty) Ltd**

January 2018 – Present

*Key Responsibilities:*

* Managed HR systems, compliance, and talent management for clients ranging from 10 to over 400 employees.
* Developed and implemented training programs, performance management systems, and organisational structures.

*Achievements:*

* Delivered successful HR audits for 95% of retainer clients.
* Achieved a 100% success rate at CCMA hearings.
* Implemented employee wellness programs and competitive compensation plans.

**Senior Manufacturing Manager – Various Corporate Companies**

February 1993 – March 2018

*Key Responsibilities:*

* Managed operations of four factories.
* Overseeing production (multiple Production Managers reporting, maintenance, quality control, and inventory control, warehouse management of raw materials and finished goods, logistics management.
* Controlling an operational budget to achieve year-on-year savings and increased production.
* Handled HR operations, including employee relations, training, organisational design, and ensuring legal compliance to align organisations with business goals.
* Implementing production and cost control measures to boost efficiency.

*Achievements:*

* Successfully reduced operational expenditure by R10 million (14.25% savings).
* increased manufacturing capacity by 25% annually.
* Improved first-time-right quality by 75%.
* Reduced the reject rate to under 1%.
* Managed HR for clients with up to 400 employees.
* Achieved a 100% success rate at CCMA hearings.
* Reduced distressed inventory to meet global standards and managed a warehouse valued at R68 million to R70 million.
* Increased productivity to over 60 kilograms per man-hour.
* Maintained a reject rate of less than 1% for all production.
* Implemented lean manufacturing processes and world class manufacturing standards including 5S.
* Implemented a three-shift system including union negotiations.
* Commissioned new production equipment and redesigned production flow, leading to significant improvements in operational efficiency.

**EDUCATION**

* Master of Business Administration (MBA), Henley Business School (2010)
* Bachelor of Laws (LLB), University of South Africa (2020)
* BTech in Production Management, Durban University of Technology (2002)
* Higher National Diploma in Production Management, Natal Technikon (1998)
* Matric, New Forest High School (1988)

**CERTIFICATIONS**

* Generative AI Fundamentals, Google Cloud (October 2023)
* Responsible AI, Google Cloud (October 2023)
* Managing Project Stakeholders, LinkedIn (June 2022)
* Applying AI Principles, Google Cloud (October 2023)
* Introduction to Large Language Models, Google Cloud (June 2023)