

CURRICULUM VITAE

Mariza Lange

Personal Details

Address: 34 Ponda Rosa, Ou Klipmuur Lane, Equestria, Pretoria, South Africa
Passport Number: 45229908
Birth date: 24 March 1980
Gender: Female
Marital status: Single
Languages: Fluent in English and Afrikaans
Cell phone: +27 (0) 83 3688 314
Email: marizalng@yahoo.co.uk / mariza@smokejumpers.co.za (work)
Skype: mariza_lange
Hobbies: Travelling, music, reading, art house cinema, scuba diving, friends, outdoors, cooking

Secondary Education

Hoërskool Nelspruit (Nelspruit High school)

Qualification: Matric with exemption
Year: 1994 – 1998
Subjects: Afrikaans (HG), English (HG), Science (HG), Accounting (HG), Mathematics (SG), Hotel Management & Catering (SG)

Tertiary Education

University of Pretoria

Qualification: Bachelors in Information Science: Publishing (B.I.S. Publishing)
Year: 2001 – 2003
Main subjects: Publishing, English, Information Science

Allenby Campus (Damelin)

Qualification: Advanced Certificate in Sound Engineering
Diploma in Sound Engineering Practice
Year: 2004 (Part-time)

Main subjects: Music, Sound Engineering, Electronics

Specialized Education

Langahead Language School

Qualification: TEFL (Teaching English to Foreign Language Speakers)
Year: December 2010 (Part-time)
Outline: 126 hour TEFL course including teaching foreign students during practical classes
Reference: Sandy Emslie
Email: sandy@langahead.co.za

Computer Literacy

Competent in: MS Office packages such as Outlook, Word, Excel, PowerPoint and Access
Cubase SX (Recording programme)
Wavelab (Recording programme)

Community Involvement

I participated in building a classroom for underprivileged children in a local community outside Pretoria. This initiative involved providing and handing out food to impoverished children from the local community. For many of these children, the school provides their daily nutrition and education. This was a wonderful and enriching experience.

Travel Experience

"One's destination is never a place, but a new way of seeing things." – [Henry Miller](#)

There is no greater joy in life, than traveling. The mere opportunity to experience another country and its culture is absolutely priceless. I love learning about a new country and experiencing its culture hands-on. My journeys have taken me to three of the seven continents, visiting more than 12 countries such as Argentina, Uruguay, Turkey, Egypt, France, Germany, Holland, UK, Italy, Switzerland to name a few.

Employment History

Client Liaison Manager

Company: Smokejumpers Film & Motions Graphic Studio

Period: September 2007 – Present

Duties:

- Management of client accounts and all facets of client services
- Establishing and maintaining productive communication between client and agency
- Working closely with Brand Strategist to effectively implement and rollout communication campaigns
- Active involvement in all the stages of each project to ensure jobs are executed according to client brief and delivered meticulously on deadline
- Management of internal creative and production team to ensure that projects are delivered on deadline and adhere to the client's specific needs and Corporate Guidelines
- Executing projects to the highest standards to effectively capture the essence of the brand, both internally and externally
- Effective copy writing and editing of magazine articles, annual reports, corporate and product brochures, advertisements, advertorials, editorials posters, banners and invitations, websites, etc. for internal and external publication
- Organising and active involvement in branding workshops to educate businesses on the power and importance of effective branding
- Project Management of photo shoots, video shoots, voice over and music recordings efficiently
- Music (sound) sourcing and editing to be used in products such as corporate, product and communications videos
- Liaison with suppliers such as printers, exhibition specialists, photographers etc. from beginning to end of project

Reference: Sandy Maranta-Pretorius

Tel: +27 (0) 12 998 4945

Email: sandy@smokejumpers.co.za

Communications Assistant

Company: Smokejumpers Advertising
Period: November 2006 – August 2007

Duties:

- Copy writing and editing of corporate (internal and external) and product material
- Schedule and prioritise jobs in production
- Print management (responsible for the complete printing process): sourcing quotes, quote/artwork approval (in-house/external), liaison with various suppliers and clients in order to deliver a satisfactory end-product to client
- Music (sound) sourcing and editing to be used in products such as corporate, product and communications videos
- Identifying suitable businesses to attend our various seminars and new business contacts by means of web research
- Managing website reports for clients, setting up email accounts, website/domain registration etc.
- General office administration related duties

Achievements: Promoted to Client Liaison Manager in 2007
Reference: Sandy Maranta-Pretorius
Tel: +27 (0) 12 998 4945
Email: sandy@smokejumpers.co.za

Marketing Assistant

Company: Palgrave Macmillan Publishers (Macmillan's Global Academic Publisher)
Period: April 2004 - October 2006

Duties:

- Implementing marketing strategies by preparing marketing material and mailing pieces
- Identifying specific needs of lecturers and providing suitable textbooks to enhance their courses
- Diplomatically forming and maintaining excellent rapports with lectures at various Universities and Technikons in Southern Africa in order to increase sales by actively scheduling appointments in order to identify gaps, obtain possible leads, etc.

- Managing inspection copies of specific titles to lecturers to suit their precise course needs: ordering, keeping record of samples sent, adoptions won and follow-up on sampling
- Web research and telemarketing, identifying possible leads, following up on leads
- Cross-check and complete marketing/sampling for all selected new titles: finding (web research) suitable lecturers at various institutions who may be interested in using a specific publication
- Selecting suitable titles to display at various exhibitions
- Proactively manning exhibitions in order to source new business and maintain industry contacts
- Provide information on a variety of titles available which may be suitable for the lecturer/librarian's specific needs
- Liaison with academics, UK principals, distributors, bookshops relating to queries, orders, etc. on a daily basis
- General office administration

Achievements: Selected to attend the bi-annual sales conference in the UK
 Reference: Cory Voigt
 Mobile: +27 (0) 83 252 2610
 Email: palgrave@macmillan.co.za

Promotions Manager (Part-time)

Company: Stoff (Alternative Afrikaans Band)
 Period: January 2004 – November 2004
 Duties:

- Arranging live performances at various venues/art festivals and other events in and around Gauteng
- Preparing promotional material
- General marketing/promotion of band
- Negotiating fees
- Building and maintaining excellent relationships with various restaurant/venue managers

Reference: Henry Ferreira
 Mobile: +27 (0) 84 472 0262
 Email: hecferreira@mweb.co.za

Au Pair (Part-time)

Period: March 2003 - February 2004
Reference: Ilse Venter
Mobile: +27 (0) 82 683 5883

Personal Attributes

I consider myself to be a loyal, proactive and dynamic individual. The Advertising Industry has taught me to thrive under pressure and handle any situation thrown my way. Executing each and every project to the utmost perfection and on deadline is a key priority for me. I enjoy taking initiative and can work well individually, as well as in a team. I am passionate about knowledge sharing and believe that effective and constant knowledge sharing is the secret to success.

Teaching English to foreign students would be a tremendous honour and privilege. I hope to enrich lives by enabling students to communicate on a global level which will give them the necessary tools to open new doors (personal and professional) for a brighter tomorrow.
