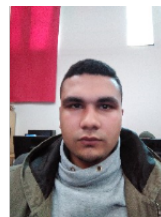


## Curriculum Vitae

### Personal Details

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**Name** Keanan Jason Erasmus  
**Title** Mr  
**Gender** Male  
**Date of Birth** 2 July 1999  
**Nationality** South African  
**Race** Coloured  
**Identification No.** 9907025136083



**Driving Permits** None  
**Disabilities** None

### Contact Information

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|                  |  |                       |                           |
|------------------|--|-----------------------|---------------------------|
| <b>Address</b>   | 80A Jakkalsvlei Laan<br>Bonteheuwel<br>Athlone | <b>Home Telephone</b> | +27 82 742 3980           |
|                  |  | <b>Cellphone</b>      | +27 84 859 8034           |
|                  |  | <b>Email Address</b>  | lucindaerasmus3@gmail.com |
| <b>City</b>      | Cape Town                                      |                       |                           |
| <b>Post Code</b> | 7764   |                       |                           |
| <b>Region</b>    | Western Cape                                   |                       |                           |
| <b>Country</b>   | South Africa                                   |                       |                           |

### Language Proficiency

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|                      |           | Speak     | Read      | Write     |
|----------------------|-----------|-----------|-----------|-----------|
| <b>Home Language</b> | English   | Excellent | Excellent | Excellent |
| <b>Home Language</b> | Afrikaans | Average   | Average   | Average   |

### Competencies

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| Managing my Job     | Managing Others                 | Managing Myself    | Other Competencies |
|---------------------|---------------------------------|--------------------|--------------------|
| Conceptual Thinking | Interpersonal Skills            | Continuous Learner | Willing To Learn   |
| Decision Making     | Motivating and Inspiring Others | Integrity          |                    |
| Project Management  | Verbal Communication            | Team Player        |                    |

## High School Education

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|                     |   |                             |                   |             |      |
|---------------------|---|-----------------------------|-------------------|-------------|------|
| <b>School</b>       | Ned Doman Senior Secondary School   | <b>Highest Grade Passed</b> | Grade 12 (Matric) | <b>Year</b> | 2017 |
| <b>Subjects</b>     | Afrikaans English Business Studies History Life Sciences Mathematical Literacy Life Orientation       |                             |                   |             |      |
| <b>Achievements</b> | Highest achiever in Mathematical literacy in Grade 10;11 and 12<br>High Schools Schools Rugby Captain |                             |                   |             |      |

## Career Development and Training Courses

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|                     |   |                  |                    |              |                     |
|---------------------|---|------------------|--------------------|--------------|---------------------|
| <b>Short Course</b> | Computer Literacy and Office Management   | <b>Institute</b> | Salesian Institute | <b>Dates</b> | 23 July - 24 August |
| <b>Proficiency</b>  | Basic   |                  |                    |              |                     |
| <b>Details</b>      | Internet and Emails<br>Invoices<br>Letters<br>Memos<br>Ms Excel 2016<br>Ms Word 2016<br>Notification of Meetings<br>Office communication<br>Office Management<br>Petty cash |                  |                    |              |                     |

|                     |             |                  |                    |              |                  |
|---------------------|-------------|------------------|--------------------|--------------|------------------|
| <b>Short Course</b> | Life Skills | <b>Institute</b> | Salesian Institute | <b>Dates</b> | 2 July - 20 July |
| <b>Proficiency</b>  | Basic       |                  |                    |              |                  |

## Interests and Hobbies

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Drawing  
Sports  
Socializing  
Games  
Learning new Interesting things

## Referees

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|                     |                                     |                     |                                    |
|---------------------|-------------------------------------|---------------------|------------------------------------|
| <b>Name</b>         | Tobella Magazi                      | <b>Name</b>         | Mbuyie Jongqo                      |
| <b>Relationship</b> | Facilitator (Computer Literacy)     | <b>Relationship</b> | Job Placement Officer              |
| <b>Contact No.</b>  | 021 421 4683                        | <b>Contact No.</b>  | 0214213450                         |
| <b>Email</b>        | tobella.magazi@salesianyouth.org.za | <b>Email</b>        | mbuyie.jongqo@salesianyouth.org.za |

## Competencies in Detail

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### Managing my Job

#### Conceptual Thinking

Understands a situation or problem by putting the pieces together, seeing the bigger picture. It includes identifying patterns or connections between situations that are not obviously related; identifying key or underlying issues in complex situations.

#### Decision Making

The capacity to make sound and practical decisions which deal effectively with the issues and are based on thorough analysis and diagnosis.

#### Project Management

Ability to provide oversight for project(s) and all related activities in that setting to include quality assurance and safety. Ability to coordinate and manage facilities, equipment, supplies and related resources as necessary for the project. Ability to monitor environmental risks, if any and quality control. Ability to establish a set of tasks and activities associated with an intended outcome and timeline. Ability to ensure actions are performed and/or implemented to achieve the results of the project.

### Managing Others

#### Interpersonal Skills

Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; behaves in a tactful, compassionate, and sensitive manner; treats others with respect; actively listens and clarifies information as needed; fosters an atmosphere of open communication.

#### Motivating and Inspiring Others

Creates an atmosphere in which people choose to do their best; motivates and inspires team members, individuals, peers, or project members; can recognise each person's motivational trigger and use it to get the best out of them; enables and empowers others; co creates outcomes and shared performance expectations, makes everyone feel their work is important by explaining the "why" and describes the big picture.

#### Verbal Communication

Ability to present information to individuals or groups; ability to deliver presentations suited to the characteristics and needs of the audience. Ability to verbally convey information clearly and concisely to groups or individuals to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.

### Managing Myself

#### Continuous Learner

Demonstrates a commitment to ongoing development by proactively seeking opportunities to develop new capabilities, skills, and knowledge; acquires the skills needed to continually enhance his/her contribution to the organisation and to his/her respective profession.

#### Integrity

Having integrity. Keeping your word and following through on your commitments. Communicating and acting in an open and honest manner. Being guided by principles of fairness, firmness, and reliability; fairness is the consistency in doing what you say you will do; firmness is in establishing the limits of acceptable behaviour; reliability is attempting to address the concerns presented to you.

#### Team Player

Cooperates with others to accomplish common goals; works with others within and across his/her department to achieve shared goals; treats others with dignity and respect and maintains a friendly demeanour; values the contributions of others.

### Other Competencies

#### Willing To Learn