

# RENE GOLDIN

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## SUMMARY

A pragmatic team player who excels in creative and structured organisations. I've used my BTech Marketing degree in various capacities and continue to develop my skillsets. I use my coordinating skills to bring a thoughtful perspective to productive work spaces. From working in small, growing companies, to fast-paced agencies and educational environments, I enjoy developing content, and processes to accomplish tasks. I thrive on diverse experiences and growing into new roles.

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## EXPERIENCE

March 2019 – June 2019

### Operations Administrator

*(Maternity leave cover 3-month contract)*

*Pedersen and Lennard | Cape Town, South Africa*

- Actively implemented processes to manage production to improve productivity
- Managed the day-to-day logistics of the production on Google sheets
- Communicated with clients and suppliers, and conducted general administrative tasks

October 2017 - March 2019

### Executive Assistant to the Managing Director

*New Media | Cape Town, South Africa*

- Proactively managed the schedules and tasks of the MD of a fast-paced agency
- Prepared documents and board reports for Media24 and other stakeholders
- Coordinated travel, training sessions, and events for the company
- Created PowerPoints and agendas for monthly company sessions and meetings

April 2016 - August 2017

### English Language Instructor

*Sogang Language Program (SLP) Kindergarten and After-school Education |*

*Busan, South Korea*

- Interviewed and trained new instructors to comply with SLP teaching methods
- Assessed students writing and speaking abilities for reports
- Developed second language students' English abilities through stimulating and outcome-focused content

April 2015 - April 2016

### Adult Program Coordinator & Instructor

*Gyeonggi English Village | Paju, South Korea*

- Developed specialised adult programmes to client's briefs
- Managed a team of 10 instructors from U.S, South Korea and Australia
- Evaluated programmes through research and consultations with stakeholders, and implemented changes when needed

October 2012 - April 2015

### ESL Teacher for Adults and Young Learners

*Gyeonggi English Village | Paju, South Korea*

- Researched, developed and prepared interactive English lessons
- Collaborated on curriculum development and assisted process to completion
- Trained new staff members and evaluated performances

September 2010 - August 2012

### **Marketing, Sales and Customer Service**

*World Gaia Trading and the Green Shop | Hout Bay, Cape Town, South Africa*

- Generated new sales and maintained relationships with customers
- Updating promotional material such as brochures and instore displays
- Sourcing solutions for clients and general administrative tasks

June 2008 - January 2010

### **Online Content Editor**

*Entertainment Website WhatsOn.co.za | Cape Town, South Africa*

- Compiled, updated and edited online content daily through a CMS
- Liaised with stakeholders to coordinate weekly promotions
- Maintained and increased the sites users and page impressions through marketing efforts

## **EDUCATION**

2007

### **Bachelor of Technology (BTech) Marketing**

*Cape Peninsula University of Technology | Cape Town, South Africa*

2003

### **National Matric Certificate with Merit**

*Herzlia High School | Cape Town, South Africa*

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## **FURTHER DEVELOPMENT**

August 2019

### **The Web Developers Bootcamp**

*Udemy Online Course*

Provided a foundation for HTML, CSS, JavaScript and Node

January 2019

### **Learning Digital with Google**

*Google Programme, Digital skills for Africa*

April 2014

### **The Advanced Creative Writing Online Course**

*South African Writers College, South Africa*

August 2012

### **TESOL 120 Hour Certificate**

*Cape Town School of English/ TESOL Training Institute, Cape Town, South Africa*

Included coursework and teaching practicum

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## **COMPUTER SKILLS AND OTHER EXPERIENCES**

- |   |  |
|---|--|
| • Microsoft Office and Google docs        | • HTML, CSS, JavaScript and Node (Basic) |
| • South African driver's licence (Code B) | • Articulate Storyline (Basic)           |
| • English (Fluent) Afrikaans (Basic)      |  |

## **AREAS OF INTEREST**

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|-----------------------------------|----------------------|
| • Content Creation and Management | • Project Management |
| • Web Development                 | • Travel             |
| • Social Change                   | • Education          |
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## REFERENCES

**Genevieve Train** (2019)

*Office Manager*

Pedersen + Lennard

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**Aileen Lamb** (2017 – 2019)

*Managing Director*

New Media

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**Cheryl Bridgens** (2017 -2019)

*Operations Manager*

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**Bianca Prins** (2017 – 2019)

*Account Manager (Food Division)*

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**May Kim** (2015 -2017)

*Programme Manager*

Sogang Language Program Gaegeum

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**Jessica Lee** (2012 – 2015)

*Human Resource Manager*

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**Greg Walton** (2010 - 2012)

*Former Company Owner*

World Gaia Trading

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