# Curriculum Vitae Of Lee Brian Hildebrandt

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First names : Lee Brian

Last name : Hildebrandt

Date of birth : 25/12/89

Gender : male

Marital status : married

I.D number :891225 5073 080
Nationality :South African

 Cell no.
 : 062 323 8828 / 061 546 3882

 E-mail address
 : dlbhildebrandt@gmail.com

**Language/s** : English, Afrikaans

**Driver's license** : Code 10 Drivers License

**Last school attended** : Oval North High (focus engineering school of excellence)

**Principal** : Mr. N. Kassiem

**School contact number** :021-376 1081 / School fax number: 021-376 1368

**Last grade passed** : grade 12

Subjects passed :

Afrikaans Second language: (HG) A		English First language:	(HG) C
Mathematics:	(SG) A	Technical Drawings:	(SG) D
Electrician-work:	(SG) B	Physical Science:	(SG) E

# Passed senior certificate with (MERIT)

**Extra diplomacy achieved/awarded:** 2<sup>nd</sup> Position grade 10(2005), 2<sup>nd</sup> Position Grade 11(2006), Completing a basic course in AutoCAD 2007, 2<sup>nd</sup> Position in Mathematics SG Grade 12(2007), Highest Achievement in English Home Language HG Grade 12(2007), Excellence in Electrician-work SG Grade 12(2007), Volgehoue Uitstekendheid in Afrikaans Eerste Addisionele Taal HG Grade 12(2007), Excellence in Technical Drawing SG Grade 12(2007).

# Tertiary Education

Collage attended: IT Business Campus (23 Vrede Street, Ground Floor, Louwville Place,

Bellville Campus)

**Campus Administrator:** Mrs. S.D. Ebrahim **Contact no.:** (021) 949 1519

Course Completed: PC Technician / Student no.: IT14TLHIL250209

Course Completion Date: 20 June 2009

Subjects Completed: WINDOWS XP, A+ ESSENTIALS, A+ SPECIALIST, NETWORKING

TECHNOLOGIES, SERVER TECHNOLOGIES

Subjects	Date	Results	Remarks
WINDOWS XP	20-Jun-09	92%	Passed
A+ ESSENTIALS	II-Apr-09	100%	Passed
A+ SPECIALIST	8-May-09	100%	Passed
NETWORKING	20-Mar-09	100%	Passed
TECHNOLOGIES			
SERVER TECHNOLOGIES	13-Jun-09	100%	Passed

# areer History pg.1

NAME OF COMPANY: TRUWORTHS HEAD OFFICE (Cape Town) OCCUPATION: **CUSTOMER SERVICE CONSULTANT** 

TYPE OF EMPLOYMENT: Flexi-time contract basis

**DEPARTMENT/S WORKED IN:** TELEMARKETING DEPARTMENT, NEW ACCOUNTS DEPARTMENT, CREDIT SERVICES DEPARTMENT

## **DISCRIPTION OF DUTIES:**

To assist with general account queries/information.

- To capture/update details. To advise regarding special offers relating to accounts.
- To conduct surveys regarding the quality of service/s received.
- To assist with new account applications.
- To update payment arrangements and do collection on overdue accounts.

#### **REFERENCE/S:**

Mickey Solomon (Telemarketing Department Supervisor) (New Accounts Department Supervisor) Donna Isaacs Faizel Cassiem (Credit Services Department Supervisor)

**EMPLOYEE NUMBER:** 9376046 **COMPANY CONTACT NO.:** 021-460 7788

**DURATION OF CONTRACT:** 13/04/2010 to 20/02/2012

**REASON FOR LEAVING:** Found permanent employment at another company

NAME OF COMPANY: FedEx (Federal Express) Airport Industrial CPT **OCCUPATION:** Ops Documentation Agent (Filing Clerk)

TYPE OF EMPLOYMENT: Permanent

**DEPARTMENT WORKED IN:** Support Services Department

## **DISCRIPTION OF DUTIES:**

- To scan and upload all delivery sheets and waybills onto the company's computer system.
- To sort and file all physical proof of delivery documents into type and date order.
- To organize and maintain the filing room. To assist where needed with the capturing of data.

#### **REFERENCE:**

Ibtishaam Mcleod (Support Services Department Supervisor) Contact no.: 079 4328528

# OTHER TEMPORARY ROLES ACCUPIED AT FEDEX:

**POSITION TEMPORALLY OCCUPIED:** Internationals Entry Clerk & Courier Debrief Clerk **DEPARTMENT WORKED IN:** Internationals Department

### **DISCRIPTION OF DUTIES:**

- To capture data and print documents for airport customs to release shipments that is to be exported abroad.
- To check that all Courier trip sheets are completed correctly and check that all supporting documents are attached.
- To contact customers to confirm and verify delivery address's, most convenient time for delivery & confirm recipient availability.

### **REFERENCE:**

Charlene Fester (International Dept. Supervisor) Contact no.: 083 294 2177

**EMPLOYEE NUMBER:** 5011748 **COMPANY CONTACT NUMBER:** 087 742 8001

04/06/2012 UP TO 26/08/2016 **DURATION OF EMPLOYEMENT:** 

**REASON FOR LEAVING:** Seeking career growth opportunity and to further build my working

experience.

NAME OF COMPANY: The Foschini Group Pty Ltd (Parow, 340 Voortrekker Rd)

OCCUPATION: Telemarketing Call Centre Agent

**TYPE OF EMPLOYMENT:** Permanent

**DEPARTMENT/S WORKED IN:** TELEMARKETING & CUSTOMER SERVICES DEPARTMENT

### **DISCRIPTION OF DUTIES:**

- To make out-going calls to TFG account holders regarding special insurance products .
- To conduct surveys regarding the quality of service/s received.
- To assist client's & store branches with general account queries

## **REFERENCE/S:**

(Insurance Supervisor - Account Balance Protection Plan) Contact no.: 082 629 5841 Maryna Salig (Insurance Supervisor - TFG Retrenchment Plan) Contact no.: 079 349 1384 Jezerine Boer (Funeral insurance MBJ & Cell Insure Supervisor) Contact no.: 072 695 9823

**EMPLOYEE NUMBER:** 1187530 **COMPANY CONTACT NUMBER:** 0860 576 576

**DURATION OF EMPLOYMENT:** 04/09/2016 to 30/06/2018 **REASON FOR LEAVING:** 

Seeking career growth opportunity and to further build my working

experience.

# Career History p.g.2

NAME OF COMPANY: CAPITEC BANK BSC (BSE, 89 Voortrekker Rd, Bellville)

OCCUPATION: Helpdesk Agent
TYPE OF EMPLOYMENT: Permanent

**DEPARTMENT/S WORKED IN:**HELPDESK DEPARTMENT

# **DISCRIPTION OF DUTIES:**

> To provide back office administrative support to CAPITEC BANK branches

> To assist branch with client's general bank account queries and escalations etc.

# **REFERENCE/S:**

Elizabeth Khange (Team Leader) Contact no.: 078 366 3763

Aneacia Campbell (Acting Team Leader) Contact no.: 074 923 5198

 EMPLOYEE NUMBER:
 CP346231

 COMPANY CONTACT NUMBER:
 021 941 2050

 DURATION OF EMPLOYMENT:
 05/07/2018 to current

**REASON FOR LEAVING**: Seeking career growth opportunity and to further build my working

experience.