

CURRICULUM VITAE



**MARLÉNE
MARGARETHA
VAN RENSBURG**

MARLÉNE VAN RENSBURG

CURRICULUM VITAE

PERSONAL INFORMATION

SURNAME	Van Rensburg
FULL NAMES	Marléne Margaretha
FIRST NAME	Marléne
MAIDEN NAME	Mostert
IDENTITY NUMBER	740923 0123 08 1
DATE OF BIRTH	23 September 1974
AGE	47
GENDER	Female
MARITAL STATUS	Married
DEPENDENTS	3
DRIVERS LICENCE	Code EB (Code 8)
NATIONALITY	South African
HOME LANGUAGE	Afrikaans
OTHER LANGUAGES	English (Speak, read, write)
BILINGUAL	Afrikaans and English
CRIMINAL OFFENCES	None
HEALTH	Excellent
PHYSICAL DISABILITIES	None
PHYSICAL ADDRESS	Oppirif Residence, Northwest University Potchefstroom 2531
POSTAL ADDRESS	PO Box 174 Potchefstroom 2520
TELEPHONE NUMBER (WORK)	(018) 299 1308
CELLPHONE NUMBER	082 786 4056
WORK ADDRESS	Oppirif Residence (currently) Northwest University Potchefstroom 2531
LINKEDIN PROFILE	https://www.linkedin.com/in/van-rensburg-103690123/

PERSONAL PROFILE

I am an honest, motivated and dedicated lady. I strive for excellence in everything I do and I take full responsibility for tasks entrusted to me. I can fully function on my own but can also work very well in a team. I enjoy new challenges and take pleasure in learning new skills. For this reason, I have also taught myself to create and manage websites and learn forex trading etc. I am a very balanced person and believe in approaching all aspects of life with integrity, respect and positivity. I am a friendly and helpful person with an even temperament, good interpersonal relationships and communication skills.

ACADEMIC BACKGROUND

TERTIARY EDUCATION

Northwest University – Natural and Agricultural Sciences (2019-2021)

Potchefstroom

Qualification

Degree: BSc Information Technology

Special recognition (2020)

Golden Key Membership

Subjects passed:

See results of subjects below:

- Introduction to Business Management
- Problem Solving for Managers
- Introductory Statistical Inference
- Programming for Engineers
- Structured Programming
- User Interface Programming
- Object Oriented Programming
- Apps and Advanced User Interface Programming
- System Analysis and Design I
- System Analysis and Design II
- Communication Skills
- Discrete Mathematics
- Information Security
- Data Structures and Algorithms
- Data Analytics
- Databases
- Advanced Databases
- Decision Support Systems I
- Decision Support Systems II
- Artificial Intelligence
- Computer Networks
- IT Developments
- Operating Systems

UNISA – Centre for Software Engineering (2015)

Pretoria

Qualification

Certificate: Introduction to Internet and Web Design

TECHNIKON RSA (1993)

Johannesburg

Qualification

Passed first year of National Higher Certificate: Personnel Management (1993) - Only first year completed

Courses passed

Financial Accounting I

Business Economics I

Personnel Management I

Communication Afrikaans A

Principles of Information Systems

Personnel Management II

Technical College, Potchefstroom (1992)

Potchefstroom

Courses passed

Computer practice N3

Typing N1

SECONDARY EDUCATION

Sukses Correspondence College (1991 – Grade 12 through correspondence course)

Johannesburg

Subjects passed

Afrikaans	SG
English	SG
Mathematics	SG
Accounting	SG
Natural and Physical Sciences	SG
Business economics	SG

VOLKSKOOL, Potchefstroom (January 1988 – December 1990)

Kruis Street, Potchefstroom, 2531

Subjects passed

Afrikaans	HG
English	HG
Mathematics	HG
Accounting	HG
Nature and Science	HG
Computer Studies	HG

Extracurricular activities

- Hockey (1988)
- Participate in GEC Expo for Young Scientists Exhibition (1989 & 1990)
- Media Leader

Exceptional performance

- Academic performance in Mathematics, Accounting and Typing in 1988 and 1989
- Academic performance in Accounting, Computer studies and Afrikaans in 1990
- Obtained gold certificate at GEC Expo for Young Scientists Exhibition in 1989
- Acquire respectively silver and bronze certificates at GEC Expo for Young Scientists Exhibition in 1990
- Participate in the Advertising campaign for the Natural Science subjects in 1990
- Overall academic Performance 1988 - 1990

OTHER COURSES

Fire-Quip (26 June 2017)

- Basic fire Fighting Training

Intensive Medical Rescue (08 June 2017)

- First aid level I

AGATE Frontline Development Training (19 September 2005)

- Office Management for the Professional Secretary

In Christ's Image Training Centre (May 2004)

- In Christ Image Training Level II

In Christ's Image Training Centre (January 2004)

- In Christ Image Training Level I

BOSTON Business College (January 2004)

- MS Access 2000 Level 1
- MS PowerPoint 2000 Level 1

PU for CHE (NWU) (19 October 2001)

- Course – time management

OLD MUTUAL (01 February 1996)

- Client care

COMPUTER SKILLS

Groupwise, Kuali, North-West University Control Management Web, Electronic service reporting web, Windows XP, Windows 7, 8 and 10, Microsoft Office 2003, 2007, 2016: MS Word, MS Excel, MS Powerpoint, MS Access, MS Outlook, Internet Explorer, Mozilla Firefox, scanning technology, Dreamweaver, Coreldraw, HTML, Joomla website development, website development and hosting, Internet proficient.

WORK EXPERIENCE

NORTHWEST UNIVERSITY. Residence Manager – Oppirif Residence

Residence & Catering Services (Residence) (01/01/2018 – currently)

Box 233, Private Bag X6001, Potchefstroom, 2520

Residence Manager.

I am appointed at Oppirif Residence Manager as:

- First aider.
- Health and safety representative.
- Emergency evacuation controller.
- Personal protective equipment controller.
- Hazardous chemical substances coordinator.

Administrative tasks:

- Accommodation placement cards and other documentation when residents move into hostel.
- Cancellation forms.
- Senior resident applications.
- Health and Safety Inspection report – monthly.
- Terrain inspection report – monthly.
- Room inspection report – quarterly.
- Complete form A – report breakages.
- Application for holiday accommodation in residence – during NWU holidays.
- Inventory and assets – make sure that the lists are correct and in order.
- Hall bookings.
- Order chemicals and cleaning material and hardware from NWU stores - monthly.

General office administration and management:

- Keep key register and key box up to date: ensure that the register is updated when locks change.
- Attend weekly hostel meetings with house committee.
- Manage Servest cleaning staff.
- Manage cleanliness and hygiene of hostel kitchens, bathrooms, open areas.
- Quarterly room inspections and feedback to administrative office.
- I work with different contractors to make sure that the buildings and rooms are in excellent condition.
- Ensure that gardens and terrain inside and outside the buildings are kept clean and tidy.
- Managed Aardklop accommodation during Aardklop festival.
- GroupWise, Kuali, North-West University Control Management Web, Electronic service reporting web, Internet, MS Word, MS Excel.

NORTHWEST UNIVERSITY. Residence Officer – Ratau Lebone hostel
Residence & Catering Services (Residence) (01/02/2017 – currently)
Box 233, Private Bag X6001, Potchefstroom, 2520

Residence Officer.

I am appointed at Ratau Lebone hostel as:

- First aider.
- Health and safety representative.
- Emergency evacuation controller.
- Personal protective equipment controller.
- Hazardous chemical substances coordinator.

Administrative tasks:

- Accommodation placement cards and other documentation when residents move into hostel.
- Cancellation forms.
- Senior resident applications.
- Health and Safety Inspection report – monthly.
- Terrain inspection report – monthly.
- Room inspection report – quarterly.
- Complete form A – report breakages.
- Application for holiday accommodation in residence – during NWU holidays.
- Inventory and assets – make sure that the lists are correct and in order.
- Hall bookings.
- Order chemicals and cleaning material and hardware from NWU stores - monthly.

General office administration and management:

- Keep key register and key box up to date: ensure that the register is updated when locks change.
- Attend weekly hostel meetings with house committee.
- Manage Servest cleaning staff.
- Manage cleanliness and hygiene of hostel kitchens, bathrooms, open areas.
- Quarterly room inspections and feedback to administrative office.
- I work with different contractors to make sure that the buildings and rooms are in excellent condition.
- Ensure that gardens and terrain inside and outside the buildings are kept clean and tidy.
- Managed Aardklop accommodation during Aardklop festival.
- GroupWise, Quali, North-West University Control Management Web, Electronic service reporting web, Internet, MS Word, MS Excel.

EQUILIBRIA SCHOOL OF LIFE, Potchefstroom (01/03/2009 – 30/11/2016)

34 Esselen Street, Potchefstroom, 2531

Office hours 08:00 – 13:00.

Office manager. Financial and Administrative Officer. Webmaster.

Equilibria School of Life is a 'gap year' school where young people have a 1-year enrichment program and do in-depth career research. As an extension of the school Equilibria directors also bought student houses. These student houses are managed within Meteorique CC. Equilibria also started *Hemel op Aarde* Centre where after-hours courses and workshops are offered to the public and any interested parties. I handle multiple roles within these 3 companies (Equilibria School, Meteorique CC and *Hemel op Aarde* Centre):

Equilibria School of Life:

Administrative

- Liaise with prospective students and parents and current students and their parents.
- General administrative tasks relating to recruiting new students, typing letters and documents, sending out group sms's to students and parents.
- Handle student marks of all modules and create student's quarterly and annual evaluation reports.
- Organize all events, functions and award ceremony that will be attended by students and parents.
- Create and manage certificates for annual award ceremony.
- Communicate with lecturers.
- Formatting of all study material as received by lecturers.
- Responsible for all study material weekly, to be printed and delivered on time, before each module starts.
- Prepare guest room for visiting lecturers.
- Control of inventory storage.
- The school had a contract with Brickvest and I was responsible for renting out about 50 bachelor apartments to students and collecting rent. This contract has already expired in 2015.

Manage and administer all finances of the School:

- Determine the annual budget and administration of all finances.
- Collection of monthly school fees of between 60 and 70 students.
- Paying staff salaries and other operating expenses.
- SARS: Monthly payment of PAYE, UIF and SDL.
- VAT overpayment.
- Reconciliation of SARS returns and issuing IRP 5 and IT3a certificates to employees.
- Do detailed income and expenditure statement and the cash flow statement of the school.

Webmaster:

- <http://www.equilibriaschool.co.za>
- Do website hosting. Create and set up e-mail addresses as needed.
- Updating website as needed.

Meteorique CC (Student accommodation):

- Handle all enquiries regarding the available student accommodation.
- Close contact with all students and parents who are interested to place students in the available rooms.
- Collection of fully signed lease agreements, deposits and rent.
- Handle all operating expenses related to the student houses.
- Communicate with contractors who need to do maintenance in the student houses.

Hemel op Aarde Centre: (Equilibria sell this business to Roots Events Company in 2015)

- Plan and build the website <http://www.hemelopaarde.co.za>.
- Bookkeeping of business: collect course fees, pay lecturers, pay all operating expenses related to the Centre. Also create and implement systems to facilitate the overall management of the business.

Catering:

- I have been appointed as an independent contractor during 2016 to do catering for about 50 students.
- Serving a daily balanced meal to students who have registered for this service.
- Create balanced menus, purchasing, collecting payments, all financial obligations of this business.

Reason for service termination

Equilibria School of Life restructured the company and new departments were established. The restructuring caused retrenchment beyond my control.

NORTHWEST UNIVERSITY. School for Communication Studies (13/08/2001 – 28/02/2009)

Box 151, Private Bag X6001, Potchefstroom, 2520

Office Manager. Financial and administrative.

- I was in close contact with about 18 lecturers and students.
- Managed and administered all finances of about 15 different cost centers (accounts) in the School of Communication Studies and the Centre for Creativity Training.
- Determined the annual budget, administration concerning remuneration, payment of ad hoc claims by guest lecturers, collected fees from Aardklop for projects that we handle for them, daily payments, orders and payment of supplies, compiling financial statements, reviewing all slips and month end statements.
- Purchasing of supplies for office such as stationery, refreshments etc.
- General secretarial duties in the office, administration of library orders.
- Secretary of Graduate & Research Committee and for Liaison Committee - takes & typing minutes.
- Arrange and coordinate academic conferences eg. the SACOMM Conference in 2003 (attended by 150 delegates).
- Arranged and dealt with other academic functions such as *Gert Pienaar Kommunikasiedag* and Memorial Lecture, and special function for the 4th year and honors students.
- Started and continued to build former student database. Work on the Unikom system with student database and the alumni database.
- Handled the class list and student system for all modules in communication studies (approximately 40 modules and some modules contains up to 400 students).
- Assisted with the Year book and Program Information of the School of Communication Studies.
- GroupWise, Oracle, Unikom, Varsite system, Internet, MS Word, MS Excel, MS PowerPoint, MS Access, MS Outlook.

KONTREIKOS HOME INDUSTRY (01/03/2001 – 28/02/2002)

Cachetpark Centre, Potchefstroom.

Founder and owner of business

- Started and organised new business.
- Planning, recruitment of ladies who could bake and deliver products.
- Selection of products.
- Marketing.
- Maintenance of new home industry.
- Exercised management over about 15 women.
- Draft a payment system on the computer.
- Did accounting of business.

Reason for change

The NWU approached me for a temporary position at the School of Communication Studies.

NORTHWEST UNIVERSITY. Private Law. 01/01/2000 – 31/12/2000 (Temporary contract until 31/12/2000)

Box 590, Private bag X6001, Potchefstroom, 2520

Secretary, financial and administrative officer of department

- Temporary appointment as secretary in the department for five lecturers.
- Handled general secretarial duties in the office.
- Did the daily administration and all the finances within the department.
- Typing and formatting of study guides. Typing of documents and other important correspondence.
- Send and receive faxes.
- Handled the Unikom system eg. order plane tickets, stationery, printing monthly financial statements etc.
- Handled and managed the class lists and student marks system of subjects.
- Handled the journal indexing of the department.
- Helped lecturers on the Leiden excursion where 17 students are involved.
- Exercised control over research assistants.
- Did car reservations.
- I was in close contact with lecturers and students. I worked with MS Word, GroupWise 5, E-mail, Internet, MS Outlook, the point system and Unikom.

Reason for termination

Temporary appointment. Post phased out after restructuring of Faculty of Law.

NORTHWEST UNIVERSITY. Department Protection services. (13/09/1999 – 31/12/1999)

(Temporary appointment until 31/12/1999)

Private bag X6001, Potchefstroom, 2520

Administrative assistant

- Searched for car owners on the Navis system.
- Registration of car registration numbers on ILS system.
- Find students numbers on system.
- Registered fines on student numbers on ILS system.
- I worked with GroupWise and E-mail.

Reason for termination

Temporary position for three months.

OLD MUTUAL Potchefstroom. (23/03/1992 – 31/01/1997)

Retief Street, PO Box 52, Potchefstroom, 2520

Appointed as cashier on 23/03/1992. Handle from September 1992-1997 various administrative departments:

- Customer Service enquiries, new insurance application forms, import of new applications on database.
- Processing and printing of Merit lists and submitted to the regional office on a weekly basis.
- Handled emails from head office and other departments eg. Johannesburg send E-mail to head office and other departments.
- Existing business: Retention of existing business.
- Policy changes.
- Endowment policies.
- Cash books - worked with cheques to customers, deposit money in commercial bank, Management Secretary.
- General administration: typing of correspondence, filing of correspondence, switchboard.
- Portfolio clerk Top 5 representatives.
- Training of new staff.

Reason for termination

Pregnancy and birth of the baby.

CHECKERS Potchefstroom. (November 1989 – July 1991)

I started working as a casual staff member when I was 15 years old. Weekend and holiday work for scholars.

It started as a cashier and progress to supervisor.

Reason for termination

Write matric and needed time for studies.

INTERESTS

I am a creative person with many interests and enjoy learning new skills to improve myself.

To supplement my income, I occasionally do freelance work for international clients for projects that are advertised on a website. Here you can see my profile on <https://www.upwork.com/o/profiles/users/~01710ba074492eca5b>.

I have handled various projects, eg building web pages, maintaining web pages, administrative tasks, data collection, compilation of information sheets, research, entering data, etc. Other interests:

- Forex trading.
- Hosting and building websites.
- Drawing and Painting.
- Flower arranging.
- Sugar craft.
- Beading.
- Catering.

REFERENCES

Director of Equilibria School of Life

Dr. Hanri de la Harpe

34 Esselen Street

Potchefstroom

2520

(018) 297 0109 / 083 280 3283

Department Head at School for Communication Studies

Prof. Lida Holtzhausen

School for Communication Studies

Northwest University

Potchefstroom

2520

(018) 299 1642

Chair at School of Communication Studies

Prof. Johannes Froneman

School for Communication Studies

Northwest University

Potchefstroom

2520

083 263 5075

Chair at Private Law, Faculty of Law

Prof. Gerrit Pienaar

Private Law

Potchefstroom

2520

(018) 299 1938

Golden Key International Honour Society

This Certifies That

Marlene Van Rensburg

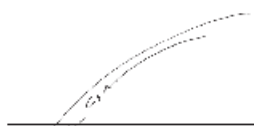
Is a member of Golden Key International Honour Society as validated by

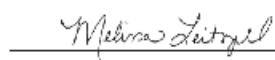
North-West University

and is hereby granted all Honours, Benefits and Privileges
pertaining to membership in the Society, effective

2020




Director Southern Africa


Executive Director

HEAD OFFICE:

33, 13th Street, VOORSPOED-EAST,
WELKOM, 9459
P.O. Box 2031, WELKOM, 9460
Tel: 057 355 3890; 355 5517
Fax: 057 396 4876; 086 625 3546
E-mail: admin@fire-quip.co.za

BRANCH:

16 Kaik Street
KATHU, 8446
Tel: 053 723 1196
Fax: 086 569 9764
E-mail: kathu@fire-quip.co.za

BRANCH:

2 Grey Street
Hilton
BLOEMFONTEIN, 9300
Tel: 051 448 0011
E-mail: elize@fire-quip.co.za

Fire-Quip



ESTABLISHED
1985

Sertifikaat / Certificate

Hiermee word gesertifiseer dat
This is to certify that

M.M. VAN RENSBURG (ID: 7409230123081)

*Die volgende kursus bygewoon en suksesvol
afgeleë het:*

Successfully completed and attended the course in:

BASIC FIRE FIGHTING TRAINING

2 YEARS

GELDIG / VALID

Geteken te Welkom hierdie
Signed at Welkom this

26th JUNE

dag
day

van
of

2017

Direkteur
Director

I GOUWS

SERIAL: 11318

FLAMINGO PRINTERS 2016

Intensive Medical Rescue

Ambulans / Ambulance

Certificate Number: CI1703/1271

Hereby certifies that

Marlene van Rensburg
7409230123081

*has duly completed approved course requirements, has been found
satisfactory in the evaluation and has been Awarded the Certification of*

FIRST AID: LEVEL 1

By the Intensive Medical Rescue Training Center

(Valid for 3 years)

08 June 2017

Date of Issue

08 June 2020

Expiry Date



Training Officer


Head of Training Organization

Certificate Number: I/0852

Centre for Software Engineering

This is to certify that

after the prescribed requirements were satisfied

the short course in

INTRODUCTION TO INTERNET AND WEB DESIGN

NQF LEVEL: 5
CREDITS: 12

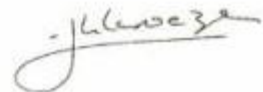
was awarded to

Marlene Margaretha van Rensburg



Executive Dean:
College of Science, Engineering
and Technology

11 December 2015



Head: Centre for
Software Engineering



UN622274ISA

Technikon SA

Volkas Building, First Floor, 94 Tsim Street, Die Baai 2531
PO Box 21065, Noordbrug 2522
Telephone: (018) 294-3341/62 Fax: (018) 297-2107
E-mail: potchef@tsmail.trsa.ac.za
Volkasgebou, Eerste Vloer, Tsimstraat 94, Die Baai 2531
Posbus 21065, Noordbrug 2522
Telefoon: (018) 294-3341/62 Faks: (018) 297-2107
E-pos: potchef@tsmail.trsa.ac.za



ME VD BERG
018 2943362
POTCHEFSTROOM

BLADSY: 1

STAAT VAN EKSAMENUITSLAE

STUDNR : 33757223
NAAM : ME MM MOSTERT
IDNR : 7409230123081

GEBDAT : 23-SEP-1974

JAAR MAAND VAKBESKRYWING

FINPNT UITSL VRYST

104522 N H CERT: PERSONNEL MANAGEMENT

1993	NOV	BEDRYFSEKONOMIE I	50	P
1993	NOV	BEGINSELS VAN INLIGTINGSTELSELS	51	P
1993	NOV	FINANSIELE REKENINGKUNDE I	63	P
1993	NOV	KOMMUNIKASIE IN AFRIKAANS A	60	P
1993	NOV	PERSENEELBESTUUR I	68	P

DPERSO N DIP: PERSONNEL MANAGEMENT

1994	NOV	PERSENEELBESTUUR II	59	P
------	-----	---------------------	----	---

SY/HAAR GEDRAG WAS BEVREDIGEND



NASIONALE SENIOR SERTIFIKAAT (ST. X) NATIONAL SENIOR CERTIFICATE (STD X)

NUMMER-NUMBER

238805

TOEGEKEN AAN

AWARDED TO

GEBORE-BORN

MM MUSTERT

23/09/74

MET INGANG VAN

WITH EFFECT FROM

1/12/1991

VAKKE GESLAAG

SUBJECTS PASSED

*DUI ONDERSKEIDING AAN

*INDICATES DISTINCTION

AFRIKAANS EERSTE TAAL SG B AFRIKAANS FIRST LANGUAGE SG
ENGLS TWEDE TAAL SG B ENGLISH SECOND LANGUAGE SG
WISKUNDE SG E MATHEMATICS SG
NATUUR- EN SKEIKUNDE SG D PHYSICAL SCIENCE SG
BEDRYFSEKONOMIE SG C BUSINESS ECONOMICS SG
REKENINGKUNDE SG * A ACCOUNTING SG *
XXXXXXXXXXXXXXXX

EKSAMENBEAMPTE

EXAMINATION OFFICER

BOE 4/23

G.P.-S. 018-0113

SUPERINTENDENT-GENERAAL

SUPERINTENDENT-GENERAL

SIMBOOLWAARDES: A 80%-100% C 60%-69% E 40%-49% HG = HOËR GRAAD SG = STANDAARDGRAAD LG = LAER GRAAD
VALUE OF SYMBOLS: B 70%-79% D 50%-59% F 33%-39% HIGHER GRADE STANDARD GRADE LOWER GRADE

DEPARTEMENT VAN ONDERWYS EN KULTUUR
ADMINISTRASIE: VOLKSRaad
NASIONALE EKSAMENS
JUNIE 1992



DEPARTMENT OF EDUCATION AND CULTURE
ADMINISTRATION: HOUSE OF ASSEMBLY
NATIONAL EXAMINATIONS
JUNE 1992

STAAT VAN UITSLAE IN VAKKE / STATEMENT OF RESULTS IN SUBJECTS

EKSAMENNUMMER EXAMINATION NUMBER	201674	NAAM NAME	MM MOSTERT	GEBORTE DATUM DATE OF BIRTH	23/09/74
KURSKODE COURSE CODE	50000	I.D. NO		SENTRUMNUMMER CENTRE NUMBER	T0960

KURSUS
COURSE
N3 N1 - N3 HANDEL
NC N1 - N3 COMMERCE

VAKKODES EN VAKKE

%

SUBJECT CODES AND SUBJECTS

REKENAARPRAKTYK N3 TIK N1 (25 W.P.M) XXXXXXXXXXXX	74	COMPUTER PRACTICE N3 TYPING N1 (25 W.P.M) XXXXXXXXXXXX
---	----	--

LYS VAN SIMBOLE

F Installasie: Kandidaat voldoen nie aan die vereistes nie.
XX Afwesig.
() Punte is nie ontvang ten tyde van publikasie nie.
R Ouid subnium (terstier)
S Saag was is plaasinder as 50% d.w.s. minimum Jaarpunt plus teoriepunt van 50% of meer (terstier)

LIST OF SYMBOLS

F Installation Rules: Candidate does not comply with requirements.
XX Absent
() Marks not received in time for publication
R Fail subnium (Tertiary)
S Subject passed even though total is less than 50% of more (Tertiary)

EKSAMENBEAMPTER
EXAMINATION OFFICER

[Signature]

AGATE FRONTLINE DEVELOPMENT TRAINING

division of D'Leanne van Staden and Associates

CK 97/03933/23

CERTIFICATE OF COMPETENCE VAARDIGHEIDSERTIFIKAAT

this is to certify that

hiermee word gesertifiseer dat

MARLENE VAN RENSBURG

has undergone training and
successfully completed the
appropriate modules

het opleiding ontvang en
toepaslike modules met
met sukses voltooi

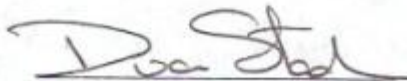
OFFICE MANAGEMENT FOR THE PROFESSIONAL SECRETARY

- | | | |
|--------------------------------|------------------------------|---------------------------------|
| * Professionalism/Objectivity | * You and Your Manager | * Secretarial Excellence |
| * Your role as a Manager | * Dealing with Criticism | * Handling Difficult Clients |
| * Office Administration/Filing | * Inter-Personal Relations | * Handling Mail/Faxes |
| * Goal Setting | * Self Esteem/Business Image | * Professional Telephone Skills |

dated on this day of
gedateer hierdie 19 dag van

September 2005

Signed
Geteken



Committed to Training Excellence

AO1007UN



BOSTON

City Campus & Business College
Education. For Life.

Certificate

This is to certify that

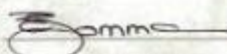
MARLENE MARGARETHA VAN RENSBURG

has successfully completed

MS Access 2000 Level 1
MS PowerPoint 2000 Level 1 (With Distinction)

AWARDED ON THIS 14TH DAY OF JANUARY 2004




Principal


National Executive

Certificate of Completion

Presented By
Advancing Church Ministries
Recognizing

Marlene Van Rensburg

As having successfully completed Level II of
In Christ's Image Training
May 2004



*"Those whom He foreknew, He also predestined
to become conformed to the image of His Son..." Rom. 8:29a.
May your life in Christ truly awaken the pleasure of God.*

Paulette Reed

Rev. Paulette Reed, Administrator

Francis Frangipane

Pastor Francis Frangipane

Certificate of Completion

Presented By
Advancing Church Ministries
Recognizing

Marlene Van Rensburg

As having successfully completed Level I of
In Christ's Image Training
Presented this 21st day of January 2004

"Reaching for the fullness of Christ in the fullness of time."

"Those whom He foreknew, He also predestined to become conformed to the image of His Son...." Rom. 8:29a.
May your life in Christ truly awaken the pleasure of God.



Rev. Paulette Reed, Administrator



Pastor Francis Frangipane

OLD MUTUAL



OU MUTUAL

Certificate

Sertifikaat

This is to certify that

Hiermee sertifiseer ons dat

MARLENE VAN RENSBURG

*has effectively transferred the
required standard of
knowledge or skills to the
work environment.*

*die vereiste kennisstandaard of
vaardighede op doeltreffende
wyse aan die werkomgewing
oorgedra het.*

KLIëNTESORG

REGIONAL MANAGER / STREEKBESTUURDER

01/02/96

DATE/ DATUM



MANPOWER TRAINING

WERKKRAGONTWIKKELING

E-mail: info@equilibriaschool.co.za

Equilibria School of Life
CC: 2008/069983/23
P.O. Box 19449
Noordbrug
Potchefstroom
0109
2522



Web: www.equilibriaschool.co.za

34 Esselenstraat
Potchefstroom
2520
Cell: 083 280 3283
Office: 018 – 297
Fax: 086 528 4996

SCHOOL OF LIFE

FINISHING SCHOOL

Cultivating distinguished young people

19 October 2016

To whom it may concern

TESTIMONIAL: MRS MARLENE VAN RENSBURG

I confirm that Mrs. Marlene van Rensburg worked as OFFICE MANAGER at Equilibria School of Life for 8 years from 2009 – 2016. Her position was terminated due to an inevitable job restructuring process that necessitated the establishment of different departments in the school. I wish to emphasize that her services was not terminated due to any other reason such as incompetency, but due to retrenchment for reasons beyond her control.

I gladly provide a brief testimonial on her work performance and personal characteristics.

Work performance:

Throughout her employment years, Mrs. van Rensburg was a *conscientious* staff member who did not hesitate to walk the extra mile to ensure the successful fruition of her work. Her work ethic is *meticulous* and of an exceptionally *high standard*. Her working methods were always *efficient and thorough*. She is capable to work in a structured way and perform her duties in a *systematic, orderly* manner. Although she responds well to instruction, she is also capable to work independently, and handle crisis situations with calmness and level-headedness.

General character:

Mrs. van Rensburg has a *warm and friendly* personality and was at all times *self-disciplined, well-mannered and courteous* to students, parents and fellow staff members. She maintained a *balanced lifestyle* and always *kept high moral standards and integrity*. She is a firm believer who bases her life principles on the Bible.

Attitude:

Mrs. van Rensburg always maintained a *positive attitude* and shows a strong sense of *inner drive* paired with *dedication and commitment*. She is capable to persevere in difficult times and never complained about challenges.

I **strongly recommend** Mrs. van Rensburg for employers that consider her for employment. In my opinion, she will be an asset for or any company or tertiary institution that she works for. I will gladly furnish more details regarding her capabilities if necessary.

Yours faithfully

Dr. Henri de la Harpe (Principal: Equilibria School of Life CC)



Getuigskrif:

Mev Marlene van Rensburg

Ek verklaar hiermee graag dat ek mev. Marlene van Rensburg die afgelope ses jaar ken waar sy as sekretaresse in die Skool vir Kommunikasiestudies werk.

Sy het in dié tyd 'n verskeidenheid sake vir my gehanteer, veral die inlees, berekening en administrasie van punte, asook die administreer van die skool se finansies. Sy het die werk bekwaam gedoen en was steeds bereid om nuwe take op haar te neem.

Mev. Van Rensburg is 'n vriendelike en rustige werknemer wat goed met haar kollegas en dosente oor die weg kom.

Ek beveel haar dus graag vir enige soortgelyke werk by u aan. In geval van andersoortige werk, glo ek sal sy dieselfde kwaliteite openbaar.

U is welkom om met my oor haar te skakel.

Vriendelik die uwe

Prof. Johannes Froneman

Vakvoorsitter: Kommunikasie

018-2991643 of 083-2761915



Potchefstroomse Universiteit

vir Christelike Hoër Onderwys

Privaatsak X6001 Potchefstroom 2520
Tel (018) 299 1111 Faks (018) 299 2799
<http://www.puk.ac.za>

Privaatreg

Tel (018) 299 1938
Faks (018) 299 1923
E-Pos PVRGJP@puknet.puk.ac.za

6 September 2000

HEIL DIE LESER

Hiermee verklaar ek dat

MARLENE VAN RENSBURG

sedert Januarie 2000 as sekretaresse by Privaatreg werksaam is. Me Van Rensburg is 'n veelsydige persoon wat uitstekende diens as sekretaresse lewer. Buiten algemene en sekretariële pligte, hanteer sy die puntestelsel van die vakgroep op 'n voortreflike wyse, oefen sy beheer oor navorsingsassistenten uit en verleen sy bystand met die tydskrifindekseringsprogram. Haar rekenaarvaardigheid en kennis van Unikom is baie goed.

Me Van Rensburg se menseverhoudings is uitstekend en haar volwasse, professionele en pligsgetroue benadering tot haar werk maak dit 'n plesier om saam met haar te werk. Sy dwing hoë agting in die Fakulteit Regte af.

Aangesien haar huidige pos einde Desember 2000 uitgefaseer word, moet Me Van Rensburg tans ander moontlikhede oorweeg. Die verlies van haar diens sal egter 'n groot leemte by Privaatreg en in die Fakulteit Regte laat.

Ek kan haar sonder voorbehoud vir enige sekretariële of administratiewe pos aanbeveel.

Die uwe

Prof GJ Pienaar
Vakhoof



Potchefstroomse Universiteit vir Christelike Hoër Onderwys

Privaatsak X8001 Potchefstroom 2520
Tel (0148) 299 1111 Faks (0148) 299 2799

Dekaan: Fakulteit Regte

Tel (0148) 299 1920
Faks (0148) 299 1923

26 September 2000

GETUIGSKRIF

Dit is vir ondergetekende aangenaam om soos volg te getuig aangaande

ME MARLÉNE VAN RENSBURG

Me Van Rensburg het vanjaar as tikster/sekretaresse in die vakgroep Privaatreg diens gedoen. Haar werk was deurgaans van 'n hoë standaard. Sy beskik oor die vermoë om selfstandig en sonder toesig te werk en die betrokke vakgroep was veral beïndruk met haar stiptheid, akkuraatheid en doeltreffende funksionering in die sleutelprestasieareas. Me Van Rensburg beskik voorts oor die vermoë om baie goed met studente oor die weg te kom en is vriendelik en hulpvaardig.

Die Fakulteit sou uiteraard baie graag die dienste van me Van Rensburg wou behou, maar vanweë die Universiteit se oorhoofse besparingsmikpunte met betrekking tot ondersteuningspersoneel en die toepassing van die betrokke formule op Fakulteit Regte, het dit ongelukkig geblyk onmoontlik te wees. Dit dien vermeld te word dat daar van die kant van die Fakulteit spesiale voorleggings aan Personeeldienste gemaak is in 'n uiterste poging om nie hierdie besonder knap werkkrag te verloor nie, maar dit was ongelukkig onsuksesvol.

Me Van Rensburg kan sonder enige voorbehoud en met groot vrymoedigheid aanbeveel word en die Fakulteit se beste wense vergesel haar.

PROF I VORSTER
DEKAAN



HOËR VOLKSKOOL POTCHEFSTROOM

PRIVAATSAK X227
POTCHEFSTROOM 2520

Skool: 5287/8

28 Januarie 1991

GETUIGSKRIF

MARLENE MARGARETHA MOSTERT (geb. 1974-09-23) was sedert 1988 'n leerling aan hierdie skool en het die skool aan die einde van 1990 (st. 8) verlaat.

Sy het onderrig in die volgende vakke ontvang:

AFRIKAANS HG
ENGELS HG
WISKUNDE HG
NATUUR- & SKEIKUNDE HG
REKENINGKUNDE HG
REKENAARSTUDIE HG

Haar skoolbesoek was baie goed. Die gehalte van haar werk was baie goed en sy is 'n flukse werker. Sy presteer na die beste van haar vermoë en lewer uitmuntende werk.

Marlene het in 1988 hokkie vir die skool gespeel. Sy verwerf 'n silwer sertifikaat by Expo en 'n Brons medalje by Nasionale Expo gedurende 1989 en 1990.

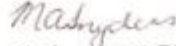
Sy openbaar leierseienskappe en was klaskaptein in st. 8 asook ACSV kringleier. Haar optrede teenoor haar meerderes getuig van positiewe gesagsaanvaarding.

Sy is 'n welopgevoede dogter en is fyn gemanierd, uiters voorbeeldig en innemend. Op haar persoon is sy altyd keurig en goed versorg.

Sy is uiters betroubaar, beginselvas, deeglik en verantwoordelik. Sy besit besonderse goeie deursettingsvermoë, is doelgerig en het 'n taaie wilskrag.

Marlene kan met vrymoedigheid aanbeveel word vir enige betrekking waartoe haar kwalifikasies haar in staat stel.


A.J. VAN RENSBURG
HOOF


M.A. SNYDERS