**CURRICULUM VITAE**

**Full Name:** Celeste Houseman

**Address:** Brakpan, East Rand, Gauteng

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**Telephone:** +27 82 433 2143

**Facsimile Number:** + 27 11 740 3823

**Date of Birth:** 10th June 1966

**Nationality:** South African

**Marital status:** Single

**Education/Work** Matriculated in 1983

1984 – 1988 Carters Nursery

1989 – 1997 SPCA Pietermaritzburg

1997 – 2012 National Council of SPCAs

Passed Livestock course 1996

1999 - Qualified Animal Welfare Assistant in terms of Section 23 (1) (c) of the Veterinary and Para Veterinary Act

2005 – Department of Agriculture Eastern Cape – Certificate of Merit in Recognition of Service Excellence and Valuable contribution towards the Highly Pathogenic Avian Influenza Control Campaign in the Eastern Cape Province

Manager Farm Animal Unit 2003 – 2006

Manager Global Campaigns 2007 – 2009

Manager Liaison Unit 2008 – 2009

Manager Farm Animal Unit 2010 – 2012

Manager Animal Accessory business 2012 to date

**Computer skills:** Literate in Word, Excel and PowerPoint

**Languages:** Fluent in English, Afrikaans

**Driver’s License:** Code EB (light vehicle and trailer)

**Personal Profile:** I am honest and reliable. I am hard working and ambitious. I have good managerial skills. I can work both independently as well as part of a team.

**September 2012 - current:** Managing an animal accessory business

Responsibilities:

* Attending to customers telephonically and face to face
* Supervise staff
* Address and resolve any complaints
* Perform all administration functions
* Comply with all relevant legislation, including Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947), Animals Protection Act, 1962 (Act No. 71 of 1962), Veterinary and Para-veterinary Professions Act, 1982 (Act No. 19 of 1982)
* Ensure food and food stuffs are stored safely and that they do not become shop soiled or exceed their expiry dates
* Receive deliveries, unpacking, pricing and re-shelving of stock. Receiving and storing the delivery of large amounts of stock
* Ordering of stock
* Liasie with manufactures, veterinarians, animal welfare and animal industries as to what is current and in demand
* Attend trade shows
* Invoicing of orders
* Packing orders
* Correct and timeous despatch of orders
* Stock take
* Display of merchandise

**Reason for leaving NSPCA:** Had been in animal welfare for over 23 years and believe I succeeded on many issues and was looking for a change in career path and another long term challenge.

**Work History:**

**1997 – Sep 2012** **National Council of SPCAs, Alberton,**

**Gauteng**

Responsibilities:

* Liaison with Government officials on a wide array of issues
* Conduct extensive research on various issues
* Analyse, review and amend codes/bills/acts/regulations and present these to the relevant government and industry departments
* Efficient administration to include timeous and proper reporting
* Ensuring cooperation with other organisations and authorities concerned with improving the conditions of livestock
* Progressing and planning a special project to an objective
* Research, source, present and utilise information relevant to objectives

Liaise, correspond and initiate discussions with all relevant authorities/persons required to achieve objective

* Public speaking at AGM’s and conferences
* Lecture during training courses
* Submit monthly reports, statistics and log sheets, analyse expenses and conform to budgets
* Submit quarterly reports
* Compile yearly report and power point presentation
* Representative of company, both locally and internationally
* Training of staff
* Coordinate and supervise day to day activities of staff
* General office duties

Achievements:

* Chairman of LWCC export Sub Committee
* 2004 – actively assisted our government during an outbreak of Avian Influenza in ostriches in the Western Cape
* 2004 – attended the Livestock Theft Summit, Polokwane, Limpopo
* Part of the Global Task Force through the World Society Protection of Animals (WSPA). Represent South Africa and the company and have various objectives to meet in accordance with international trends, trade and developments
* May 2005 – submission to Commissioner Peter Mandelson of the European Commission in Brussels – African Caribbean Pacific Partnership Agreements
* May 2005 – attended the 2nd Global Task Force: Agricultural trade and good animal welfare conference in Brussels, Belgium
* September 2005 Visit to Food Animal Initiative (FAI), Oxford, United Kingdom
* September 2005 – Trade and animal welfare strategy meeting, WSPA, London
* Represent South Africa and the company on the International Coalition for Animal Welfare (ICFAW)
* Through ICFAW make and submit comments to the World Organisation for Animal Health (OIE)
* February 2006 – visit to the Farm Assured Namibian Meat Scheme (FAN Meat), Namibia
* June 2006 – Visit to Freedom Foods, United Kingdom
* March 2006 - Attended the Food and Agricultural Organisation Regional Workshop on Avian Influenza (AI), Pretoria, South Africa
* 2006 - Actively involved with our Government on a contingency plan in the case of an outbreak of AI
* 2006 – Actively involved with our Government on a control plan in the eradication of Classical Swine Fever in the Eastern Cape – controlled and coordinated staff placements
* 2007 – Submission to the EU-Africa Strategy
* 2007 – Namibia – investigate long distance road transport from Namibia to South Africa
* 2007 – promoted to manager of Global Campaigns (a newly created post) and oversee two other units
* April 2008 – attended the International Forum on Global Aspects of Farm Animal Welfare, Brussels, Belgium
* 2008 - attended the 2nd OIE Global Conference on Animal Welfare Cairo, Egypt
* January 2009 - Conference on Global Trade and Farm Animal Welfare, Brussels, Belgium
* 20111 - 9th Conference of the OIE Regional Commission for Africa Kigali, Rwanda (Rwanda, 14-18 February 2011)
* 2012 – Award for outstanding service for the welfare of livestock, LWCC

1989 – 1997 **SPCA Inspector Pietermaritzburg SPCA**

Responsibilities:

* Organised and supervised a staff of 20
* Responsible for staff training in various areas
* Customer liaison
* Performed general office duties

1984 – 1988 **Sales and Stock Controller Carters**

**Nursery (now Town Bush Gardens Centre)**

Responsibilities:

* Customer care and liaison
* Perform monthly inventory of supplies and equipment
* Telephone communication with customers and suppliers.
* Active involvement at the Natal Witness Garden Show.

**Hobbies and Interests:** Cycling, travelling and gardening.

**References:**

Reinet Meyer +27 82 923 2639 - colleague

Wilma Steynbergh +27 72 888 181 – colleague

Dr Colleen Gilfillan +27 51 522 2500 - Veterinarian