

CURRICULUM VITAE

OF

JACOBUS GIDEON

JANSE VAN RENSBURG

PERSONAL DETAILS

SURNAME:	Janse van Rensburg
FULL NAMES:	Jacobus Gideon
IDENTITY NUMBER:	770601 5100 08 9
DATE OF BIRTH:	1 June 1977
AGE:	40 years
CONTACT NUMBER:	(+27) 64 686 3633
E-MAIL ADDRESS:	s22175904@gmail.com

NATIONALITY:	South African
RACE:	White
HEALTH:	Healthy
MARITAL STATUS:	Married
LANGUAGES:	Afrikaans and English
HOBBIES:	Fishing
	Hiking
	Reading
	Cycling
	Motorbike Road trips
	Woodwork

SCHOOL QUALIFICATIONS

SCHOOL ATTENDED:	HF Verwoerd High School
HIGHEST GRADE PASSED:	Matric National Certificate
YEAR OBTAINED:	1995

TERTIARY EDUCATION

INSTITUTION: University of Pretoria
Faculty of Education
QUALIFICATION: BED (FET) Technical
DATE: 2006

INSTITUTION: Life Star
QUALIFICATION: Level 1 First Aid Diploma
DATE: 2006

INSTITUTION: Icon Plumbing
QUALIFICATION: Trade PlumbingCertificate
DATE: 2008

INSTITUTION: Lotus Notes
QUALIFICATION: Computer Literacy, Microsoft
Windows Office ware,
Excel, Word
DATE: 1999

INSTITUTION:	Fred Astaire Dance Studios
QUALIFICATION:	Silver Senior Dance Instructor
DATE:	2000

INSTITUTION:	BerlitzEnglishlearningCentre (Taif Saudi Arabia)
QUALIFICATION:	Berlitz online Bit training (Finished module 5)
DATE:	2009

INSTITUTION:	Macmillan Teacher Campus
QUALIFICATION:	NLRD NO 115753: Conduct Outcomes-based assessment NQF Level 5; Credits: 15 NLRD NO 246529: Demonstrate knowledge and

DATE:

Understanding of assessment

In a learning environment

NQF Level 4; Credits: 3

25 June – 16 July '13

DATE:

NLRD NO 115759: Conduct

Moderation of outcomes-

Based assessment

NQF Level 6; Credits: 10

24 September – 7 October '13

INSTITUTION:

Shaping The Learner

QUALIFICATION:

Identify and Respond to
Learners with Special Needs
and Barriers to learning

Unit Standard: 10294

NQF Level: 5 Credits: 10

Date:

30 November 2017

EMPLOYMENT HISTORY

1.COMPANY:

Kwaggasrand Prevocational
School – Pretoria (S.A.)

DATE:

1 September 2009 – Present

FUNCTION/DUTIES:

- Teacher – Teaching practical woodwork and civil technology to children with mild learning disabilities, and/or behavioral problems. This involves basic carpentry and construction skills.
- Planning and implementing of learning programs, and lessons on an ongoing daily basis.
- Planning projects, ordering materials, work out annual budgets, basic servicing of workshop tools and machines, marketing of projects.
- Responsible for some general maintenance on the school premises, where my skills are required e.g. fitting/fixing of doors, cupboards etc.
- Subject head
- General administration as set out by the school, and the Gauteng Department of Education
- Assistant rugby coach, rugby technical table, and cricket coach
- Serving on various school committees – including event planning and catering.
- SAOU (South African Teacher's Union) School representative.

2.EMPLOYER:

DATE:

Fourseasons Conservaties
November 2011 – Present
(partime)

FUNCTIONS/DUTIES:

- Sales representative in Pretoria area.
- Marketing and Quoting for glass and aluminum structures.

3.COMPANY:

Lightshield Event Security
(Part Time)

DATE:

September 2009–December
2010

FUNCTION/DUTIES:

Public behavior consultant:

- Responsible for event security, at the University of Pretoria, and Hatfield Square in Pretoria.
- Removing drunk or unruly patrons from the premises.
- Removing minors from the premises, breaking up fights, and working closely with the S.A.P.D. in preventing criminal activities, like drug abuse, robbery, and public violence.

4.COMPANY:

Berlitz English Learning Centre
Saudi Arabia

DATE:

May 2009 – 31 August 2009

FUNCTION/DUTIES:

- English Instructor – teaching English as a foreign language to Saudi Arabian students from 12years old to adult.

5.COMPANY:

Liberty Life Franchise
(Envestpro Financial Services)

DATE:

October 2008 – March 2009

FUNCTION/DUTIES:

Financial Advisor – Financial Planning

- Marketing off and providing the following services:

Personal Financial Planning

Estate Planning

Risk Policies Including:

Life Policies

Dread Disease

Wills

Income Tax

Income Protection Including Sickness and Disability

- Investments:

Endowments

Unit Trusts

Income Investments including Tax

Efficient Plans

- Medical Aid:

Liberty Medical Scheme

- Corporate Financial Planning

Company Owned Policies

Key Man Life Policies

Deferred Compensation Schemes

Preferred Compensation Schemes

Provident Funds

Pension Funds

Buy & Sell Agreements

Investment Schemes for Companies

- Retirement Planning

Retirement Annuities

Preservation Funds

Investments With Regard To Retirement

6.COMPANY:

Central Estates Estate Agents

DATE:

December 2004 –October 2008

FUNCTION/DUTIES:

Estate Agent – Selling and renting of properties

- Canvassing – Prospecting, qualifying and developing potential buyers and sellers. This includes developing of original prospect bank from cold calling, referrals and feedback from marketing efforts.

- Advertising – Including marketing of properties on my portfolio. Show housing, liaising with clients, creation, design and management of advertising material relevant to portfolio.
- Administration – Completing contracts, arranging of required certification, drawing up forms and tables, administration linked to the ongoing management of rented properties for both landlord and tenant. General administration relevant to function. Reporting and maintenance of records both financial and operational.
- Valuating and Marketing Properties in designated areas. This includes keeping abreast of market fluctuations and economic indicators, government gazettes, local and national property laws etc.
- Follow-up process with Attorneys, Bond Originators and Clients – management and maintenance of all procedures, filing of relevant documentation, understanding of procedures and documentation, liaison between client and legal organizations, facilitation of legal and statutory processes.
- Handling cash deposits into Trust Account and other financial considerations pertaining to the buying and renting of properties.

7.COMPANY:

Fred Astaire Dancing Studio

DATE:

March 2000 – November 2004

FUNCTION/DUTIES

- Dance Instructor – including planning of lessons, liaising and communicating on an individual as well as a group basis. Preparing students for examinations, shows and competition. Teaching all styles of Latin American and Ball room dancing from beginner to advanced levels.

- Planning of lessons – according to syllabus as well as individual taste and requirements such as shows, examinations etc. This also included the communication and understanding of individual client needs which could include more complex needs such as therapy, self-confidence, medical, fitness, physiotherapy etc.
- Marketing – This function included prospecting and securing of my own clients, the promotion of the studio as well as my own skills. Marketing could be varied from word of mouth, public shows, incentive promotion and advertising. I was responsible to handle students recruited by the studio but also for securing and growing my own student base.
- Administration

8.COMPANY:

ABSA Brokers Head office
(Banking Institution, part of the
Barclays International Group)

DATE:

May 1996 – December 2001

POSITION:

Admin Clerk

FUNCTION/DUTIES:

- Printing and Sending of monthly reports and commission statements to regional offices.
- General maintenance of expired documents.
- Stock control and maintenance of hardware.

POSITION: Operational Technician
FUNCTION/DUTIES:

- Daily backup for all daily transactions for all regional branches.
- Printing, altering of documents, running of programmes and adhoc administrative and back up requirements.

POSITION: Help Desk consultant
FUNCTION/DUTIES:

- Telephonic support on in-house software (Lotus Notes).
- On-site technical engineer supporting all software, system and programme requirements of staff.
- Hardware and Software management, support and maintenance at head office (Kent Avenue), and all staff employed at this location.
- Liaison, problem solving, system investigation and resolution, logging and follow up of calls, including co-ordination of technicians in the field.
- Administration

ADDITIONAL EXPERIENCE GAINED

EMPLOYER: Self-employed estate agent & handyman, working through Central Estates Estate Agency, Vorna Valley, Midrand, S.A.
DATE: September '05–September '09

FUNCTIONS/DUTIES:

- Maintenance: for home owners and tenants e.g. fixing of toilets, showers, bath tubs, basins, taps and geysers, unblocking of drains. Installation or repairs to doors, and cupboards.
- Construction: installation of toilets, showers, bath tubs, basins, taps and geysers, sewage pipes

EMPLOYER:

Mr. D.C. Daubermann Vorna
Valley, Midrand.

DATE:

17 January – 25 March 2007

FUNCTIONS/DUTIES:

- Deckhand/crewmember delivering a 50ft Benetau yacht from Seychelles to South Africa.

REFERENCES:

- Desmond Dauberman – Central Estates – +27 (0)82 482 3017
- Dirk Koningsbruck – ABSA – +27 (0)82 451 6554
- Johan Nieuwoudt – Envestpro (Liberty Life)
- Heather Aljuhara (Jones) – Berlitz – 0966 50370 0743

- Dawie van Wyk – Kwaggasrand School – +27 (0)12 386 2506
- Malan van Niekerk – FourseasonsConservaties - +27 (0)83 650 1000

I Solomnly declare that all information above is true and correct. I can provide Certificates for all Tertiary Education and a Matric Certificate.

J.G. Janse van Rensburg