

Curriculum Vitae

Of

Hildegard du Buisson

# **CURRICULUM VITAE**

## **PERSONAL INFORMATION**

Full Name:	Hildegard Helene du Buisson
Address:	103 Bronwyn Rd, Norvello Gardens, Hunters Retreat, 6045
Telephone no.:	+27 82 654 8009
E-mail:	hildegard51@gmail.com
Date of Birth:	10 December 1985
Nationality:	SA Citizen
Religion:	Christian
Drivers Licence:	Yes/Code 08
Own Vehicle:	Yes
State of Health:	Excellent
Smoking Habits:	None
Drinking Habits:	None
Home Language:	Afrikaans
Other:	English
Language Proficiency:	Bilingual
Marital Status:	Married
Children:	Daughter (19.04.2017)
Hobbies & Interests:	Modelling, Art, Adventurous, Reading, Music and Jogging

## EDUCATIONAL BACKGROUND

Last school attended: Ben Vorster High School  
Year Completed: 1999-2003  
Qualification: Gr.12  
Subjects: Afrikaans C HG  
English A HG  
Mathematics D SG  
Computer Studies E HG  
- MS Excell  
- MS Word  
Geography D HG  
Computer Typing A SG

## TERTIARY EDUCATION

Date: January 2004 – June 2004  
Institute: Cross Media Training College  
TT1 (65.7%) Origination  
Printers' Computer Application  
Business Studies  
TT2 (64.3%) Origination  
Printers' Computer Application  
Communication  
TT3 (84%) Origination  
Printers' Computer Application  
Printers' Administration  
Practical Apple Macintosh Basics  
Adobe Illustrator  
Adobe InDesign  
Adobe Photoshop

Date: July 2009  
MAPPP-Seta; Trade Test  
Certificate in Electronic Origination

Date: July 2010 – Currently  
New Horizons College  
Web Design  
Subjects: HTML  
Adobe Dreamweaver  
Photoshop  
CSS – Web Page Layout  
XHTML, HTML & CSS  
Adobe Flash  
Web Design and usability techniques

Date: February – October 2015  
UNISA  
Purchasing and Supply Management (NQF 6)  
Certificate in Purchasing and Supply Management

## EMPLOYMENT HISTORY

Company: PMD Dies & Stereos  
Nature of Business: Manufacturing  
Period of Employment: 1 January 2004 – 8 September 2006  
Position Held: Graphic Designer  
Duties/Work Experience: Graphic Designing  
Freehand Designing  
Corel Draw Designing  
MS Excel  
Safety Representative  
First Aid Committee Member  
Internal Sales (3 Months)  
Month End Reconciliations  
Stereo Shop Experience (1 Week)  
Quotations  
Reason for Leaving: Studies not administered in accordance with MAPPP SETA  
Schedule (Studies totally neglected)  
Reference Details: Yolande Els  
Tel: 082 335 8750

Company: Smart Print  
Nature of Business: Litho Printing  
Period of Employment: 11 September 2006 – 18 November 2006  
Position Held: Graphic Designer  
Duties/Work Experience: Graphic Designing  
Corel Draw Designing  
Reception  
Office Administration  
Internal Representative  
Reason for Leaving: Opportunity in challenge  
Reference Details: Henk Botha  
Tel: (041) 365 3335

Company: CADAR Printers  
Nature of Business: Litho Printing  
Period of Employment: 27 November 2006 – 18 July 2012  
Position Held: Graphic Designer / DTP Operator  
Duties/Work Experience: Graphic Designing / DTP Operator  
Freehand Designing MX  
Corel Draw Designing 13  
Adobe InDesign CS4  
Adobe Illustrator CS4  
Adobe Photoshop CS4  
Adobe Acrobat – Pit Stop  
Brisque Creo  
Prinergy  
OpenOffice – (equivalent to MS Word & Excel)  
First Aid Committee Member  
Safety Representative  
Reason for Leaving: Broadening Career Opportunities  
Reference Details: Gys Schram / David van der Merwe  
Tel: (041) 484 2251

Company: Hirt & Carter  
Nature of Business: Printing, Origination, Production and Distribution  
Period of Employment: 19 July 2012 – 30 September 2013  
Position Held: DTP Operator  
Duties/Work Experience: Layout of leaflets and adverts  
Adobe InDesign CS5.5  
Adobe Illustrator CS4  
Adobe Photoshop CS4  
AdCreator

Company: SPAR Eastern Cape Distribution Centre  
Nature of Business: Retail  
Period of Employment: 2013 - 2015  
Position Held: Marketing Assistant  
Duties/Work Experience: Conducting of Reports  
Surveys  
Organising of functions  
Administrative duties  
Travel arrangements  
Setting up of meetings

Period of Employment: 2015 - Present  
Position Held: Buyers Assistant  
Duties/Work Experience: Conducting of Reports  
Administrative duties  
Listing of new products  
Maintaining of products  
Buying in to avoid OOS

I herewith confirm that the above information is correct.

*Hildegard Dicks*

HH DICKS  
+27 82 654 8009

# General and Further Education and Training Quality Assurance Council

## SENIOR CERTIFICATE SENIOR SERTIFIKAAT

Awarded to / Toegeken aan

**HILDEGARD HELENE DU BUISSON**

Identity number

8512100073085

Identiteitsnommer

Subjects passed / Vakke geslaag

Afrikaans : First Language / Eerste Taal  
English : Second Language / Engels : Tweede Taal  
Geography / Aardrykskunde  
Computer Studies / Rekenaarstudie  
Mathematics / Wiskunde  
Computyping / Rekenaartik ( Below / Onder 20 wpm )  
Aggregate / Groototaal ( PASSED WITH MERIT )

\*\*\*\*\*

HG	C	60%-69%
HG	A	80%-100%
HG	D	50%-59%
HG	E	40%-49%
SG	D	50%-59%
SG	A	80%-100%
	M	1260-1439

\*\*\*\*\*

### ENDORSEMENT

This candidate has complied with the minimum statutory matriculation requirements for admission to bachelor's degree study at a university in the Republic of South Africa

### ENDOSSEMENT

Hierdie kandidaat voldoen aan die minimum statutêre matrikulasie vereistes vir toelating tot baccalaureusgraadstudie aan 'n universiteit in die Republiek van Suid-Afrika

With effect from

December / Desember 2003

Met ingang van

Chief Executive Officer



Hoof Uitvoerende Beampte

This certificate is issued in South Africa by the General and Further Education and Training Quality Assurance Council, established by section 4 of Act 58 of 2001, operating as "UMALUSI".



040 2987 8564 F

6625910

C R E D I T S



MEDIA · ADVERTISING · PUBLISHING · PRINTING · PACKAGING  
SECTOR · EDUCATION · TRAINING · AUTHORITY

Accredited in terms of the Skills Development Act No. 97, 1998

**This is to certify that**

HH DU BUISSON

**has successfully completed**

## **Technical Theoretical Module 1**

Exam number 014824

Date of birth 10/12/1985

With effect from 01/03/2004

Subjects passed

Origination Theory I  
Printers' Computer Applications I  
Business Studies

Passed Module with 65.70%  
Passed: with First Class

A handwritten signature in black ink, likely belonging to the Chairperson.

Chairperson

A handwritten signature in black ink, likely belonging to the Chief Executive Officer.

Chief Executive Officer



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HH DU BUISSON

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## **Technical Theoretical Module 2**

Exam number 014926

Date of birth 10/12/1985

With effect from 01/06/2004

Subjects passed  
Origination Theory II  
Printers' Computer Applications II  
Communication II

Passed Module with 64.30%  
Passed: with First Class

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Chairperson

A handwritten signature in black ink, likely belonging to the Chief Executive Officer.

Chief Executive Officer





# C R E D I T S



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HH DU BUISSON

**has successfully completed**

## Technical Theoretical Module 3

Exam number 015129

Date of birth 10/12/1985

With effect from 01/07/2004

Subjects passed

Origination Theory III  
Printers' Computer Applications III\*  
Printers' Administration III\*  
\*Passed with Distinction

Passed Module with 84.00%  
Passed: with Distinction

A handwritten signature in black ink, appearing to be 'S. J. J.', written over a horizontal line.

Chairperson

A handwritten signature in black ink, appearing to be 'H. du Buisson', written over a horizontal line.

Chief Executive Officer





Certificate of Attendance


This is to certify that

*HH du Buisson*

Has attended a six-month Pre-Media Desktop Publishing Course  
at the *Southern African Printing College*  
and has been instructed on and exposed to the Fundamentals of:

- Apple Macintosh Basics
- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop



  
\_\_\_\_\_  
Director - Training  
SA Printing College (Pty) Ltd

  
\_\_\_\_\_  
Managing Director  
Cross Media Training Centre

*23 June 2004*  
\_\_\_\_\_  
Date



*SAPC*  
*January - June*  
*2004*

# QUALIFICATION



media / advertising / publishing / printing / packaging / sector education training authority

## TRADE CERTIFICATE

This is to certify that

**Hildegard Helene Du Buisson**

Identity Document Number

**851210 0073 08 5**

has passed a Trade Competence Test in the designated trade

### Electronic Origination

In accordance with standards recognised by the MAPPP-SETA Accredited ETQA body  
and in terms of Section 28 of the Manpower Training Act, 1981

Number  
Date Tested

L080211HDI1210  
17 July 2009



Date of Issue 06 August 2009

Registrar of Manpower Training

Chief Executive Officer

## CENTRE FOR BUSINESS MANAGEMENT

*This is to certify that*

**HILDEGARD HELENE DICKS**

*has complied with the requirements for the*

## PROGRAMME IN PURCHASING AND SUPPLY MANAGEMENT

NQF LEVEL: 6

CREDITS: 72

DURATION: 12 MONTHS



Executive Dean: College of Economic  
and Management Sciences

10 MARCH 2016



Head: Centre for  
Business Management



UN616920ISA

