

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.:	082 654 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:	One
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)  
National Diploma 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  
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