CIRRICULUM VITAE : MAY 2018

NATALIE YVONNE LANDSBERG

**PERSONAL DETAILS:**

Surname : Landsberg

First names : Natalie Yvonne

Citizenship : South African

Languages : English (1st language); Afrikaans (2nd language)

Health : Excellent

Home address : 170 DuToitspan Road; Belgravia; Kimberley; 8301

Postal address : Same as above

Tel. number (H) : None

Tel. number (W) : +27 53 831 3050

Cell number : +27 71 484 6793

E-mail : natlan73@gmail.com

ID number : 730325 0023 083

Marital status : Married

Dependants : One

Driver’s license : Code 08, light passenger vehicle

Computer literacy : Microsoft Word, Excel, Outlook/Exchange, Internet Explorer,

Guest House Manager, Pastel Payroll and Accounting V6, Fidelio.

**EDUCATION:**

# SECONDARY : Kimberley Girls’ High School

Results : Matric Exemption

Leadership roles : Prefect, games house captain, netball captain, swimming captain, life-saving captain

Awards : Service

Achievements : Debutante of the year- 2nd place, Rooi Rose Toptienerkok van die Jaar competition -

Most Promising Young Cook Award

# TERTIARY : Technikon Witwatersrand : Hotel School

Diploma : National Diploma – Catering Management

Leadership roles : Member of House Committee 1993/4, Jeunesse Ladies’ Residence

# OTHER CERTIFICATES

Certificate : Short course in Human Resources, Training and Industrial Relations

Institution : Damelin - 2008

**EMPLOYMENT HISTORY:**

# Professional title : Catering Manager

## Name of firm : CBC St Patrick’s College

Responsibilities : Task delegation, staff and management meetings, budget control, cleaning

supervision, Health & Safety management, food quality management, stock and

equipment purchasing and receiving control, HACCP document control,

cash control, invoice processing, function co-ordination, on-job staff training.

Supervision of : 6 staff members

Duration : 01 February 2015 till now

# Professional title : Catering Manager

## Name of firm : Feedem Pitseng

Responsibilities : Staff discipline, chairing and initiating disciplinary enquiries, task delegation,

staff and management meetings, needs analysis and training schedules, financial

control, Health & Safety management, food quality management, stock and

equipment purchasing and receiving control, HACCP document control,

cash control, unit administration, ensure excellent customer service, resource

management, build & maintain high performance work teams within unit, quarterly

profit improvement plan revision, function co-ordination, staff recruitment and

selection, leave management to minimise risk, on-job staff training,.

Supervision of : 8 staff members

Duration : 28 January 2013 – 28 January 2015

Number of units : 1 Old Age Home and 1 School with 3 hostels, a laundry and the cleaning services

Reason for leaving : Redundancy Retrenchment

# Professional title : Area Manager

## Name of firm : RoyalMnandi Food Service Solutions and RoyalServe Cleaning

Responsibilities : Staff discipline, chairing disciplinary enquiries, CCMA experience, task delegation,

staff and management meetings, needs analysis and training schedules, financial

control, financial reporting and projections, cash and stock audits, unit and site

inspection reports, Health & Safety management, stock and equipment purchasing

and receiving control, HACCP document control, food quality control,

cash control, unit and site administration, Easy Roster submissions, ensure excellent

customer service, resource management, build & maintain high performance work

teams within units and on sites, quarterly profit improvement plan revision, function

co-ordination, product and service promotion planning and launching within the

units, staff recruitment and selection, union negotiations and matters, leave

management to minimise risk, on-job staff training, vehicle fleet management,

ensure staff compliance with Mine Health & Safety regulations, stock distribution to

sites, route planning for Roving Managers, site visits for tender purposes.

Supervision of : 360 staff members

Duration : 19 March 2010 – 30 November 2012

Number of units : 2 hospitals and 58 cleaning sites in 46 towns

Reason for leaving : Redundancy Retrenchment

# Professional title : Project Manager

## Name of firm : Fedics Food Services – Kimberley Hospital

Responsibilities : Staff discipline, chairing disciplinary enquiries, CCMA experience, task delegation,

staff and management meetings, needs analysis and training schedules, financial

control, reporting and projections, merchandising, cash and stock audits, unit

performance reports, Health & Safety meetings and representation, stock and

purchasing control management, cash control management, unit administration,

ensure excellent customer service, resource management, build & maintain high

performance work teams within the units, quarterly profit improvement plan

revision, function co-ordination, product and service promotion planning and

launching within the units, staff recruitment and selection, union negotiations and

matters, leave management to minimise risk..

Supervision of : 201 staff members

Duration : 15 June 2009 – 18 March 2010

Number of units : 4 hospitals (management fee) and 1 kiosk (full risk)

Reason for leaving : Better career opportunity

# Professional title : Project Manager

## Name of firm : RoyalSechaba Food Services

Unit Name : BHP Billiton Units, Richard’s Bay

Supervision of : 88 staff members

Duration : December 2008 – June 2009

Number of units : 2 staff restaurants (meal subsidy, resale cash) and 1 hospital (management fee)

Reason for leaving : Moved back to Kimberley

# Professional title : Project Manager

## Name of firm : RoyalSechaba Food Services

Unit Name : Kimberley Hospital

Supervision of : 55 staff members

Duration : September 2007 – December 2008

Reason for leaving : Contract with client ended

# Professional title : Catering Manager

## Name of firm : Fedics Food Services – Nestlé Head Office, Randburg

Unit Name : Nestlé Head Office, Randburg

Supervision of : 21 staff members

Duration : 22 March 2006 – June 2007

Reason for leaving : Moved my family out of Johannesburg

# Professional title : Project Manager

## Name of firm : Royal Food Services – Kimberley Medi-Clinic and SABS Pretoria Contracts

Unit Name : Kimberley Medi-Clinic and SABS Pretoria Contracts

Supervision of : 51 staff members

Duration : 27 July 2003 – 17 March 2006

Reason for leaving : Better job opportunity closer to home

# Professional title : Project Manager – Mount Nelson Hotel Housekeeping Dept

Name of firm : InnStaff - Cape Town

Responsibilities : Staff recruitment, induction and orientation, duty rosters, staff training

according to hotel standards, staff assessment – productivity and standards,

disciplinary procedures, initiating disciplinary enquiries, staff motivation, staff

meetings, staff grievances and wage related queries, staff supervision, housekeeping

administration, Fidelio experience.

Supervision of : 104 staff members

Duration : 01 November 2001 – 08 April 2002

Reason for leaving : Moved to Kimberley to organize my wedding

# Professional title : Sales and Marketing Support

Name of firm : Fedsure Medway

Responsibilities : Support the Sales Director and sales consultants in the field with marketing and sales

related queries and projects, all administrative work relating to sales and marketing,

designing of new marketing material and application forms, communicate and liaise

with sales force and management, calculate and pay commission to agents using

Pastel Payroll V6 and Pastel Accounting V6, after having retrieved figures from two

different data bases, general office management.

Duration : 01 September 1999 – 31 October 2001

Reason for leaving : Retrenchment package offered and I wanted to move back into hospitality industry

# EXTRAMURAL RESPONSIBILITIES

## Duties : Trustee – Medway Pension Fund

**REFERENCES:** Mr. Lance Allam – Director, Fedsure Medway

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Ms. Anita Cilliers – Regional Manager, Feedem Pitseng, Bloemfontein

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Mrs. Leonora Marais – Regional Manager, RoyalMnandi

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**CERTIFICATES:** Available if required