

# CURRICULUM VITAE

Antoinette Cordier Vieira



## **Personal Particulars:**

Surname : Vieira

First names : Antoinette Cordier

Residential address : 1 Villa Avante

Lessing Street Rynfield  
Benoni , can relocate to Pretoria East.

Postal address as above

Contact no. : 079 740 3572

Date of birth : 8 March 1964

Sex : Female

Identity number. :6403080015084

Nationality. : South African Citizen

Religion : Christian

Marital status. : Married

Dependants : None

Transport : Yes own vehicle

Drivers license : Code A1 & EB

Home language. : English & Afrikaans

Criminal offences : None

Health : Excellent

Leisure interests. : Art, animals and hiking

## **Education and qualifications:**

Secondary Education. : Hoerskool Brandwag

Highest Standard : Matric

Year completed : 1981

Subjects : Afrikaans  
English  
Mathematics  
Science  
History  
Art

Tertiary Education Institution : Technikon of Wits.  
Degree **Diploma** Obtained : National Ceramic  
Diploma (1984)

Subjects passed : Art of drawing 1  
History of Art 1  
Perceptual Studies1  
Form and Colour studies 1  
Space and volume studies 1  
Graphic interpretation 1  
Art of Drawing 11 and 111  
History of Ceramics 11 & 111  
Ceramic Science 11 & 111  
Studio Ceramics 11 & 111  
Ceramic Sculpture 11 & 111

**Certificate** in Teaching English foreign language obtained from TEFL Academy.  
(2022)

## Employment History:

Name of Company : Technical College Tzaneen

Position held : Art and Ceramics Lecturer

Reason for leaving : Part time position only

Dates of service : January – August 1985

Duties : Art and Pottery Lecturer

Name of company. : Sanlam in Benoni, Boksburg  
(September 1985- 1991)

Position held. : Policy Services and New Business assistant

Reason for leaving : Raising children

Name of company : Sanlam Benoni (1995- 1998)

Position : Policy services and new business assistant.  
Reason for leaving : To help ex-husband with business

Name of company : C J ELECTRICAL SERVICES  
(1998 - 2006)

Position : Reception & Admin

Reason for leaving : Ex-husband was offered a position with reputable company

Name of company : Neil Jury Attorney

- Started working for the company on 19/03/2007 until 04/2010  
As receptionist with admin duties
- Duties include :
- Switchboard, phoning clients and other attorneys ,  
problem solving , payments by cheque or Internet , filing ,etc

Reason for leaving:

- Half day position
- Needed bigger challenge
- Better salary and benefits (Medical & Providence if possible)

2010 - 2012:

Worked for Racec Rail, a railway company.

- Reception duties – reception and switchboard
- Fleet assistant duties

Reason for leaving:

- Salary not good enough
- Received a job offer from a pottery teaching studio

2012 - 2014:

Pottery teacher at Little Potters.

Left because of salary that was far less than promised.

2014 – 2020

Doggy Hotel assistant

Duties include:

Reception

Office duties including computer work, new bookings, invoices and other administrative work.

Receiving cash payments.

Communicating with clients and their dogs.

Feeding and looking after more than 60 dogs.

Checking that workers keep kennels clean and safe

I was working on the frontline, directly with clients.

I was involved with the overall running of the kennels.

I left because of personal reasons, but mainly because of no clients and no income during Covid19.

Other :

- “Aftercare” Teacher at Rynfield Pre - Primary , where own children were attending. (1991-1995) Temp position.

- Northfield Methodist Church – Sunday school teacher - Glenda 082 453 8591  
– Welcome to phone for character reference.

- Part - time jobs included various painted murals, at three different schools and various private homes.

I am a friendly hardworking person and proud of my work ethic.

I am sure I can be an asset In any workplace, be it a big or small business.

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Cell : 079 740 3572

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