

CURRICULUM VITAE

KATHLEEN ROSE



Dear Reader

Due to the length of my C.V. I have listed my work history in point form. Quicker to read and summarize. Should you wish to obtain a concise copy please contact me. References may also be obtained on request.

Capabilities

I am a qualified Public Relations Officer
I have 12 years accumulated Teaching & Training skills
I have 15 years' experience in various Management Positions
I have 15 years' experience in Administration at a senior level
I have 12 years' experience in the Human Resources field
I have 6 years Management experience in the Retail sector
I possess computer skills, Word, Excel, Power Point & Outlook

Availability

Immediately -Online English Teaching
Retired 18 March 2022
Contact Number 0769575627

Personal Details

Date of Birth : 22 August 1961
Identity Number : 6108220181080
Gender : Female
Place of Birth : Cape Town
Home Address : Unit 728 Block 61 De Zicht Est. Richwood
Mobile : 076 9575627
Nationality : South African
Home Language : English
Other Languages : Afrikaans
Health : Excellent

Educational History

Last School Attended : **Plumstead High School (1976 – 1980) Matric**
Subjects Passed : English, Afrikaans, History, Biology, Accountancy
Extra Mural Activities : Hockey (Selected 1st team)
Music (Clarinet and Speciality Choir)

Tertiary Education

TEFL Academy : **English Language Teaching**
Level 5
Level 3 (120 hour accredited English Course Cert# 47763)
Tertiary Education : **International Correspondence School**
ICS – Intec College
Diploma Obtained : **Public Relations (August 1990)**
Subjects : Business Communications I & II
Media in Southern Africa
Advertising Layouts, Proof reading, Editing,
Marketing Law, Business Economics,
Advertising & Research: Psychology & Marketing
Other Tertiary Education : **Estate Agents Board Exam - Principles of Real Estate (1991)**
Certificate Received : Theory, (Principles & Calculations)

Employment History

Employer

Tourvest Group

Quay Four Restaurant

V& A Waterfront Cape Town

Period

03 July 2014 -18 March 2022 (retired)

Position

HR and Payroll Administrator/Stock Control

Staff Training

(Maintaining 185 staff members at Quay Four + 3 sister restaurants at the waterfront for training)

Employer

Time Freight Couriers

Period

15 May 2013 to 30 June 2014

Position

HR and Wage Clerk

Employer

Yeo Attorneys

Period

1 September 2009 to 28 March 2011

Position

Collector: Pre-legal collections

Employer

Norman Bissett & Associates (PTY) Limited Cape Town

Collections Company

Period

12 July 2004 to 31 November 2008

Position

Branch Manager

Employer

Spar Retail Super Store (Edgemead)

Period

April 2003 – October 2003

Position

Assistant Branch Manager

Employer

Credit Indemnity – Financing Company

Period

October 2000 – March 2003

Position

Branch Manager

Employer

Swissgarde (Pty) Ltd Vitamin and Mineral_Mfg.

Period

January 1996 – March 2000

Position

Branch Manager/Staff Training Manager

Employer

OK Bazaars Worcester Branch (retail)

Period

October 1991- December 1995

Position

Administration Manager

Employer

Old Mutual (SA) – Life Policy Holders Pinelands

Period

July 1986 – April 1991

Position

Clerk

Employer

Nedbank Limited (Commercial Bank) Foreshore Cape Town

Period

March 1981 – June 1986

Position

Clerk