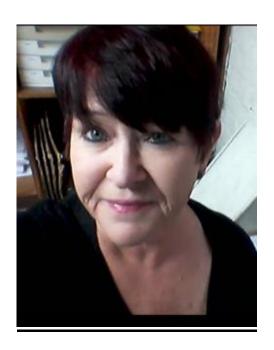
# CURRICULUM VITAE KATHLEEN ROSE



### 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**

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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 March2022 (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)

<u>Employer</u> <u>Time Freight Couriers</u>

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

<u>Employer</u> <u>Credit Indemnity</u> – 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

<u>Employer</u> <u>Old Mutual (SA) – Life Policy Holders Pinelands</u>

Period July 1986 – April 1991

Position Clerk

<u>Employer</u> <u>Nedbank Limited (Commercial Bank)</u> Foreshore Cape Town

Period March 1981 – June 1986

Position Clerk