**KARIN PRINSLOO – Curriculum Vitae**

**Personal Details:**

Date of Birth: 16 May 1981

Address: 7 Tierbergplace, Elandsrand, Brits

Contact No.: 082 880 2091

Email: mrsprinsloo@gmail.com

Marital Status: Married

Children: 2 Children (9 and 11 years old)

Languages: Fully bilingual (Afrikaans and English)

Driver’s Licence: Yes

Health: Excellent

**Education:**

1. **Institution Name:** TEFL Universal

**Dates Attended:** May 2022 – August 2022

**Achievement:** Advanced TEFL/TESOL (Teaching English as a Foreign Language / Teaching English to Speakers of Other Languages)

1. **Institution Name:** DRM Skills

**Dates Attended:** May 2016

**Achievement:** Conduct Moderation of Outcomes-based Assessment

1. **Institution Name:** DRM Skills Academy

**Dates Attended:** February 2016

**Achievement:** Conduct Outcomes-based Assessment

1. **Institution Name:** Extenso Skills Academy

**Dates Attended:** August 2015

**Achievement:** Facilitate Learning using a variety of given methodologies

1. **Name:** Claassen & Claassen Training (CCT)

**Dates Attended:** December 2009

**Achievement:** BLS for Healthcare Provider Instructor (Registered with the Resuscitation Council of South Africa and American Heart Association)

1. **Name:** SRQ College

**Dates Attended:**  August 2004 – December 2004

**Achievement:** Ambulance Emergency Assistant (AEA)

1. **Institution Name:**  North West Private Ambulance Training College (N.W.P.A.T. C)

**Dates Attended:** January 2003 – February 2003

**Achievement:** Basic Ambulance Assistant (BAA)

1. **Institution Name:** Bekker High School, South Africa

**Dates Attended:** January 1995 – December 1999

**Achievement**: Matric certificate (Grade 12 – Maths, Physical science, Biology)

**Employment History:**

1. **Employer:** Gromer farms

**Job title:** Geriatric care Assistant (Mid-level Management)

**Location:** Skeerpoort, South Africa

**Date Employed:** February 2018 – August 2022

**Key Duties and Responsibilities:**

* Shift leader
* Personal care of patient
* Completing relevant documentation
* Preparing and aiding in transportation of patient
* Management of shift
* Execution of treatment plan and allocation of duties to effectively treat critical care situations
1. **Employer:**  HEMS (Hartbeespoort Emergency Medical Services) , previously

HERU (Hartbeespoort Emergency Rescue Unit)

**Job Title:** First Aid Facilitator and Assessor & BLSHCP Instructor (Promoted from previous position)

**Location:** Brits, South Africa

**Date Employed:** January 2015 – February 2018

**Key Duties and Responsibilities:**

* Booking of training courses.
* General office administrative duties.
* Liaising with clients prior to scheduled training.
* Confirming that the facility where training is to take place is up standard.
* Ensuring functionality of all equipment to be used.
* Preparing course materials.
* Accommodating special-needs students as far as possible.
* Facilitating classes of up to 15 students.
* Conduct a thorough assessment after training following specific guidelines.
* Compilation of a training report.
* Liaising with client regarding the strengths and weaknesses of the students on the course.
* Ensuring that certificates are correct before issuing.
1. **Employer:**  North West Private Ambulance Training College (N.W.P.A.T.C)

(Training wing of HERU)

**Job Title:** BAA Instructor and BLSHCP Instructor

**Location:** Brits, South Africa

**Date Employed:** January 2007 – December 2014

**Key Duties and Responsibilities:**

* Booking and coordination of training courses.
* General office administrative duties.
* Liaising with HPCSA regarding training.
* Ensuring that the facility where training is to take place is up to standard.
* Ensuring functionality of all equipment to be used.
* Preparing course materials.
* Accommodating special needs students as far as possible.
* Facilitating classes of up to 14 students.
* Conduct a thorough assessment after training following specific guidelines according to the standards set out by the HPCSA.
* Compilation of a Moderation report and communicating with the HPCSA to ensure smooth registration for each competent student.
* Record keeping of all students and assessments.
1. **Employer:**  HERU (Hartbeespoort Emergnecy Rescue Unit)

**Job Title:** a. Ambulance Emergency Assistant (AEA – Intermediate Life Support)

 b. Stock Contoller

**Location:**  Brits, South Africa

**Date Employed:** January 2004 – December 2007

**Key Duties and Responsibilities:**

* Shift leader
* Prompt response to emergencies and adequate treatment according to protocol.
* Safeguarding that equipment are sterilised and hygienic standards maintained.
* Ensuring that crew members adhere to protocols.
* Communicating with hospital staff, including Doctors and nursing staff regarding a patient.
* Communicating with Medical Aid regarding a patients’ condition.
* Organising inter-hospital transfers.
* Supervising the duties and responsibilities of the BAA.
* Responsible for the ambulance and all equipment allocated to the ambulance.

**Core AEA Skills:**

* Oxygen therapy
* ECG attachment and basic ECG interpretation
* IV Cannulation
* Drug administration according to the protocols as revised by HPCSA
* Needle Thoracentesis
* Cricothyroidotomy
* Suturing under supervision
* Treatment and transportation of trauma patients
* Treatment and transportation of medical patients

**Stock controlling duties:**

* Procurement and purchasing of disposable as well as non-disposable equipment
* Liaising with suppliers
* Creating and implementing the stock control system.
* Monthly stock taking.
1. **Employer:** HERU (Hartbeespoort Emergnecy Rescue Unit)

**Job Title:** Basic Ambulance Assistant (BAA – Basic Life Support)

**Location:** Brits, South Africa

**Date Employed:** April 2003 – December 2004

**Key Duties and Responsibilities:**

* Prompt response to emergencies and adequate treatment according to protocol.
* Safeguarding that equipment are sterilised and hygienic standards maintained.
* Following instructions laid out by the AEA and the CCA.
* Reporting to the AEA and CCA
* Communicating with hospital staff, including Doctors and nursing staff regarding a patient.
* Communicating with Medical Aid regarding a patients’ condition.
* Organising inter-hospital transfers.
* Following guidelines laid out by the HPCSA.

4**. Employer:** Carnival Cruise Lines

**Job Title:** Team Waiter

**Location:** Cape Canaveral, Florida, USA

 Miami, Florida, USA

 New Orleans, Louisiana, USA

**Date Employed:** April 2002 – December 2002

**Key Roles and Responsibilities:**

* Working under the supervision of the Head waiter.
* Servicing the dining needs of passengers on board the cruise liner

**Other Skills and Abilities:**

Excellent communication skills.

Effective planning of activities and the ability to carry them through.

Excellent computer skills (Microsoft Office including Word, Outlook and PowerPoint).

Proficient public speaker.

Function very well as part of a team, I am however very self-motivated and have very strong independent skills.

I take great pride in my work, and am responsible, reliable and dependable.

I have strong verbal and written skills.

Growth mind set and I am adaptable to circumstances.