

JUANITA NEL



+27 60 339 9252

juanitanel9@gmail.com



PERSONAL DETAILS

Nationality:
South African



PROFESSIONAL SUMMARY

I am an accomplished, knowledgeable and versatile Agricultural Project Management Professional, offering extensive experience. I have completed TEFL and Project Management courses and my credentials also include a Baccalaureus Technologiae Degree in Agricultural Management. I leverage strong communication and leadership skills to effectively resolve problems and provide superior service. I am comfortable working in fast-paced environments as part of a team or on an individual basis. I have the ability to take initiative and manage time effectively. My diverse skill set also covers decision making and planning. I consider myself a dedicated, adaptable and goal orientated individual, who always strives to deliver more than expected. I am known for building strong working relationships and I am committed to be a confident and respected member in my environment.



CAREER HISTORY

April 2022 – Present

High School Teacher – Calitzdorp High School (Agricultural Management and Natural Science Teacher)

- Planning, preparing and delivering lessons to all students in the class;
- Assigning work, correcting and marking work carried out by his/her students;
- Assessing, recording and reporting on the development, progress, attainment and behaviour of one's students;
- Participating in arrangements within an agreed national framework for the appraisal of students' performance;
- Promoting the general progress and well-being of individual students, groups of students or class entrusted to him/her;
- Providing guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice;
- Reviewing and evaluating one's own teaching and learning strategies, methodologies and programme/s in line with the National Curriculum Framework guidelines;
- Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students;
- Participating in school assemblies;
- Registering and monitoring the attendance of students under one's care;
- Regularly discussing, monitoring the work being carried out;
- Making use of audiovisual technological devices/aides (such as radio aids; projectors) and other adaptations during the delivery of the lessons;

Residential Area:
George, Western Cape

Languages:
English and Afrikaans

Drivers' License:
Code B



CORE SKILLS

- ✓ **Agricultural Management**
- ✓ **Project Management**
- ✓ **Teaching English as a Foreign Language**
- ✓ **Supervision**
- ✓ **Administration**
- ✓ **Customer Service**



EDUCATIONAL DETAILS

2022 – SACE Registered

REGISTRATION NUMBER: C12667958

2021

Assessor Course – SDA certificate
Number 115753/115755/422/22
SOR Number- US/157/2415/22

2019

Project Management Course,
University of South Africa

2019

TEFL (Teaching English as a Foreign Language) Course, Knysna English School

2016

B.Tech (Baccalaureus Technology) Agricultural Management, University of South Africa

2014

National Diploma Agricultural Management, NMMU

- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- Implement agreed policies and guidelines;

October 2021 – (Part-time)

Director- Twenty20 Health Vision & Ekhozi Rural Development Service

- Writing of proposals;
- Attending Department, municipality meetings, liaising with clients;
- Applying for funding,
- Planning & organizing community meetings regarding agriculture leaderships;
- Assisting with recruitment and training of new staff members,
- Managing farming and training activities;

December 2019 – 2021 – Business closed

Director - One Source Suppliers and Construction, George

Responsibilities:

- Plan and implement the overall supply chain strategy;
- Collaborate with sales, operations and customer service teams;
- Determine key supply chain KPI's;
- Suggest solutions for process improvements;
- Provide constructive feedback;
- Work with finances, sales and manufacturing teams to determine best vendors and distributors;
- Build and maintain good relationship with vendors;
- Implement effective sales strategies to meet company goal in the market;
- Collaborate with development teams to create new strategies to perfect the details of products;

September 2019 to December 2019

ESL Teacher, Apex Leaders, Vietnam

Responsibilities:





- Teach April program age 8 to 15;
- Compose trial reports;
- Software program (LMS) attendance, grades etc;
- CTP recordings to determine students vocabulary abilities
- Student management;
- Assisted students in learning English as second language;
- Attended professional development workshops focused on learning goals and classroom management;
- With fellow educators held sessions to collaborate and share information with the objective of improving student success;
- Completed ongoing staff training sessions;
- Conducted small group and individual classroom activities; based on differentiated learning needs;
- Enhanced participation in activities by using technology;
- Employed kinesthetic, visual and auditory approaches to make lessons interesting and interactive;
- Engaged in cultural immersion programs with students to further augment global understanding;
- Improve student test scores were the result of new instruction approaches;
- Provided instruction to students on required skills;
- Integrated technology as instructional tool, including Smart board and equipment;
- Organized extracurricular opportunities such as annual speech

2010
National Certificate Plant Production,
 Cape Institution for Agricultural Training

2007
Bridging Year Course, University of the
 Free State

2006
Grade 12 National Senior Certificate,
 Pacaltsdorp
 Secondary School

COMPUTER SKILLS

Microsoft Word	
Microsoft Excel	
Microsoft PowerPoint	
Microsoft Outlook	



REFERENCES

Sakkie Kordom
 Project Manager
 Casidra
 044 873 4186 / 082 458 1084

Kim Van Niekerk
 Agriculture Advisor
 Department of Agriculture
 074 586 7822 / 044 203 9405

Berylene Tarentaal
 Ex District Secretary- Department of
 Agriculture
 073 222 3711

Evon Mayekiso
 Farmers Development
 Department of Agriculture
 Farmers Development
 044 803 3700

- contests and planned and supervised class projects;
- Created new ideas and strategies for learning to be approved by administration;
- Provided one-on-one instruction for non-English speaking students within classroom settings;
- Taught English language skills to students from kindergarten age through adulthood;
- Taught lessons encompassing range of skill-building activities for speaking, writing, reading and listening;

July 2017 to September 2019

Agriculture Project Manager, Casidra, George

Responsibilities:

- Effective management and coordinating of Agriculture projects;
- Agriculture project planning / sourcing and supply for products;
- Contractual obligations – completion of projects within the prescribed time schedule;
- General business administration / procurement of products for farmers;
- Aided senior leadership during executive decision-making process by delivering weekly compliance reports to identify process improvement or corrective action;
- Coordinated construction planning, material resources and staff scheduling to ensure on-time, under-budget completion for projects;
- Manage risks on projects;
- Manage cash flows;
- Knowledge of policies and procedure / policies and regulations;
- Completing capital request forms and administrative duties;
- Rendering a professional service to clients on all levels;
- Regular interaction with farmers and suppliers;
- Secretarial duties;
- Taking notes, minutes and agendas;
- Implementing of CASP / DPAC project (commercial projects, small holder projects, food security projects, house hold gardens (agriculture projects));
- Stating the precise requirements and specifications of products / services;
- Regular site meetings with contractors;
- Inspection and approval of livestock to be procured;
- Supply chain duties from advertisement to selection of tenders (costing, planning, budgeting, appointment of contractors);
- Planning of World Food Day Projects (minister projects visits);
- Completion of quarterly reports / completion reports of projects;

2013 to 2016

Graduate Intern, Department of Agriculture, George

Responsibilities:

- Liaising with clients;
- Projects site visits;
- Inter mediating between clients and possible sponsors;
- Interviewing farmers (Farm Worker Development Programs);
- Personal administration (short listing of candidates);
- Evaluation of farm workers;
- Data capturing;
- Travel and accommodation arrangements, S&T etc;
- General administration x calibre, edit site visits etc;
- Handling all kinds of correspondence for example faxes, emails, post etc;
- Planning /organizing Agricultural shows;

Michiel Coetzee
Director
Knysna English School
072 075 2945

- *Assisting Farm Worker Development Programmes performance reviews, working with NGO'S on regular basis etc;*
- *Capturing of data— Permis, Persal etc;*
- *Analyzing and obtaining Soil samples;*
- *Weighing of livestock and capturing data;*
- *Compiling minutes, agendas;*
- *Quotation obtaining;*
- *Planning training day's for House Holds(How to make compost etc;*
- *Attending meeting with MOP (Members of parliament)*
- *Attend AI(Artificial insemination) demonstration days;*

2013 (5 months)

Assistant Farm Manager, Mandalay Farm, Hoekwil

Responsibilities:

- *Pack house Supervision (Controlling weight quantities;*
- *Quality control, documentation of quality control;*
- *Packaging printing, hygiene control, conduct internal audits with buyers (Woolworth's, Pick n Pay);*
- *Stock control (Receiving/Dispatching);*
- *Liaising with buyers; Negotiating with buyers;*
- *Supervision of general and pack house workers;*
- *Calibration of tractors, Hazardous material and chemical control;*
- *Random product testing (Celery, Brussels);*
- *Monitoring organic compost heap temperatures;*
- *Compost sampling;*
- *Installing probes and data reading;*
- *Human Resource Management responsibilities;*
- *Installation of Probes and controlling computerize probe System;*
- *Transportation of general workers;*

2013 (3 months)

Assistant Supervisor, Lushoff Farm

Responsibilities:

- *Pruning and trimming of trees;*
- *Supervising general farmer activities;*

2009 to 2010

Shop Assistant, The Body Shop, George

Responsibilities:

- *Handling of cash/debit/credit cards;*
- *Stock control (receiving/dispatching);*
- *Marketing ;*
- *Customer service;*
- *Responsible for monitoring various company databases to ensure accuracy of inventory;*
- *Paid close attention to customers' concerns and addressed their queries and achieved exceptional level of customer service;*

2008 to 2009

Shop Assistant, Reggies, George

Responsibilities:

- *Handling of cash / debit / credit cards;*
- *Stock control receiving / dispatching;*
- *Data capturing;*
- *Placements of orders;*
- *Wage payments;*

- ***Paid close attention to customers' concerns and addressed their queries and achieved exceptional level of customer service;***

17 February 2022

JUANITA NEL

102 Beukesstreet
Pacaltsdorp
George
GEORGE
6530



PROVISIONAL REGISTRATION (Professionally Unqualified)

This is to confirm that the **South African Council for Educators (SACE)**, received an application form from:

JUANITA NEL

IDENTITY NUMBER: 8901240085085

REGISTRATION NUMBER: C12667958

on **17 February 2022**. The educator is provisionally registered on condition that he/she submits proof of a completed **Post Graduate Certificate in Education (PGCE) graduation certificate** and a **complete academic record** indicating that the qualification has been completed **within a period of two years from the date of registration**.

In the interim, the above educator is provisionally registered until **17 February 2025**, when the provisional registration expires.

