

THEA GENIS

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PERSONAL PROFILE

I am a highly motivated and adaptable professional with a strong aptitude for rapid learning. Thriving in dynamic work environments, I actively strive to create and maintain a positive atmosphere that promotes motivation and happiness among colleagues. With a genuine passion for problem-solving and analytical thinking, I am eager to advance my career in a more analytical direction, leveraging my skills to make a significant impact.

QUALIFICATIONS

2012	Matriculated, Paarl Girls High School
2013 - 2017	Bachelor of Science in Agriculture (BSc.Agric.) in Horticultural Science & Genetics, University of Stellenbosch
Feb 2020 – Sept 2020	Basic Landscaping Design Programme Course Online course – JPJ Landscapes
2023	GA Level 5 Diploma in Teaching English as a Foreign Language (TEFL) (i-to-i)

WORK AND OTHER EXPERIENCE

April 2021- Current	<u>TopFruit</u> Plant Improvement Officer for Pome-, Stone fruit, Berries, Table grapes and Kiwi fruit
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Duties include:

- Liaise with breeder/licensor and DALRRD to obtain relevant documentation to initiate import/export processes of plant material(Pome-, Stone fruit, Berries, Table grapes, Nuts and Kiwi fruit).
- Apply, submit and issue of phytosanitary certification and import permits (DALRRD/Plant Health).
- Assist and manage the process of importation/export of plant material.
- Contacting logistics companies/freight forwarders/customs clearing agents for the export of plant material to numerous countries.
- Packaging the consignment as per regulations, processing all relevant documents(packing list, invoices, Eur1 certificates and COC etc.) and tracking the consignment for record keeping.
- Manage all plant material operations
- Support the management of TopFruit's foundation nursery and other nursery operations in conjunction with the Plant Material Business Unit Manager.
- Administrate nursery registrations(PlantSA) and all plant material operations.
- Developing strategies and systems to improve the effectiveness of the business unit.
- Coordinate deliveries and planting plans for the nursery.
- Supervising and cutting of bud wood from TopFruit sources and commercial orchards and the dispatchment to nurseries.
- Develop strategies to improve the budwood cutting process.
- Accurate recordkeeping using MS Excel/Word/PowerPoint.
- Establishing, building and sustaining relationships with growers and nurseries.
- Minute, distribute and coordinate nursery meetings.
- Coordination with nurseries in all propagation aspects of plant material for

growers.

- Developing strategies protocols/manuals/SOPs to assure plant material quality for all fruit types that TopFruit represents, is delivered to growers.
- Preparation of documentation and procedures for plant improvement audits.
- Implement requirements for TopFruit to be registered as a Plant Improvement Organisation in conjunction with PlantSA.
- Representing TopFruit in public and private interest groups and developing effective relationships.
- Research various topics as per request from management.
- Travelling to clients nationally (via road and air).
- Imports and other admin functions for a startup company(TopNut).
- Health and Safety chairman and representative, First Aid level 3.
- Initiating TopFruit Legal online contract management database.

Oct 2020 -31 March
2021

Complete Specialized Retail Solutions

(Occupational Health & Safety Company)

Data Capturing/Admin Assistant (temporary)

Duties included:

- Utilized online management systems and Microsoft Excel to analyse and obtain data, demonstrating proficiency in data analysis and manipulation.
- Communicated with clients via email and phone, promptly addressing their queries and providing assistance, showcasing strong communication and customer service skills.
- Enrolled students in an E-learning platform and company management database within specified deadlines, ensuring accurate and timely data entry and administration.
- Excelled in customer service, fostering positive client relationships and delivering exceptional support to meet their needs and exceed their expectations.
- Assisted the Managing Director with various tasks and projects, showcasing a proactive approach and ability to handle diverse responsibilities.
- Managed the accurate capture of contracts and data into the online management system, ensuring data integrity and efficient record-keeping.
- Regularly prepared and sent weekly reports and updates to various companies, demonstrating strong organizational and communication skills.
- Organized and compared prices of guesthouses/B&Bs for staff members during company trips, efficiently managing travel arrangements and optimizing cost savings.
- Developed knowledge of Health and Safety regulations, ensuring compliance with health department inspections and maintaining a safe work environment.
- Performed a wide range of administrative tasks, including word processing, paperwork completion, and maintaining records and files, demonstrating excellent organizational and administrative abilities.
- Proficiently operated various machines and equipment, including computers with different systems (MacOS and Windows), keyboards, scanners, printers, and copy machines, ensuring smooth and efficient office operations.

Oct 2018 – Jun 2020

Ormonde Wine Estate

Estate manager / Horticulturist

- Managed and supervised a team of 8 staff members, overseeing their daily duties and ensuring efficient operations.
- Successfully maintained the landscape of the estate, implementing strategies for its upkeep and enhancing its visual appeal.
- Developed a comprehensive yearly plan for the garden, focusing on

sustainable practices to ensure long-term maintenance and growth.

- Created an effective irrigation schedule for the estate, optimizing water usage and promoting the health of plants and crops.
- Demonstrated strong financial acumen by costings and budgeting for various farm projects, ensuring resources were allocated effectively.
- Proactively managed maintenance activities of the premises, coordinating with contractors and ensuring a safe and well-maintained environment.
- Provided training to staff members on upkeep techniques and horticultural best practices, enhancing their skills and productivity.
- Conducted thorough planning and research for garden, vegetable, and herb plantations to support the needs of a restaurant.
- Conducted planning and research for Protea plantation, ensuring proper cultivation techniques and maximizing yield.
- Took responsibility for the care and management of all animals on the premises, ensuring their well-being and health.
- Volunteered on weekends to deliver exceptional customer service, assist in the tasting room, and support kitchen operations.
- Contributed to wine sales and invoicing, leveraging product knowledge and customer interactions to drive revenue.
- Assisted with the creation and setup of decorative features at functions, adding an aesthetic touch to enhance the overall ambiance.

March – Aug 2018

Babylonstoren

Garden internship

Duties included:

- Working and gaining experience with fruits, vegetables and herbs from all over the world.
- Gaining knowledge/researching of edible flowers and exotic fruits and vegetables for the restaurants (Babel and The Glasshouse coffee shoppe)
- Being part of the kitchen (Babel) and garden (farm-to-fork) for a world-class menu that changes every 3 months.
- Harvesting and pruning various crops with an experienced team.
- Greeting incoming visitors and customers professionally and providing friendly assistance/delivering exceptional customer service.
- Assisting with wedding décor on weekends.
- Responsible for the well-being of donkeys.

2017 - 2018

Stellenbosch University

Horticulture Master student assistant

Duties included:

- Assisting in citrus orchards collecting data in Kirkwood.
- Assisting in the laboratory to analyze, capture and research data.

Sep – Nov 2017

Hurst Campus

- 8-Week Mastery of Cuisine Certificate Course

2017

ITeach4U

Mathematics and Science Tutor (grade 6 – 12)

Duties included:

- Tutoring group or individual after school extra Mathematics or Science classes.

Part-time administration

Merwe Genis Cricket School – working remotely

Duties included:

- Collecting and reconciliation of payments.
- Paying suppliers and contractors according to budget requirements.
- Personal assistant duties (time and daily management, scheduling of meetings, general correspondence).
- Answering phone calls, filing and other related duties.

SKILLS

Management Skills - I excel in overseeing and supervising daily operations, effectively managing diverse teams. I am skilled in organizing collaborative meetings and fostering teamwork. Resolving conflicts among staff members and implementing disciplinary actions, adhering to labour laws and contractual obligations, are areas in which I am proficient.

Technical Skills - Throughout my undergraduate studies, I gained hands-on experience in various laboratory techniques and experimental procedures. I have refined practical skills through diverse job positions. I possess a passion for research, including source verification, intellectual property rights, networking, outreach, and utilizing advanced search techniques. My problem-solving abilities are strengthened by my logical thinking and critical analysis skills.

Communication Skills - With a naturally friendly and helpful demeanour, I effectively communicate in both personal and public settings. I am fluent in English and Afrikaans, enabling me to understand instructions and confidently ask questions when necessary.

Leadership Skills - Through my involvement in various leadership roles, I have developed strong leadership skills. I thrive on collaborative teamwork and proactively take initiative when required.

Planning and Organizational Skills - Recognizing the importance of effective planning and organization, I meticulously prepare and prioritize tasks to meet deadlines and achieve goals. I am adaptable to sudden changes and excel under pressure. My current role has enhanced my analytical, conceptual, decision-making, and forecasting abilities.

Information and Time Management Skills - My educational background has equipped me with the knowledge to read and write scientific reports and articles proficiently. I possess excellent time management skills, ensuring that my work is consistently well-organized and delivered on time.

Computer Skills - I possess extensive expertise in working with computers and utilizing analytical software. Proficient in Microsoft PowerPoint, Microsoft Word, Microsoft Excel, Microsoft Outlook, as well as other Microsoft Office programs like Teams, SharePoint, and OneDrive. I am equally comfortable operating on both Windows and MacOS platforms.

Interpersonal Skills - Through my diverse work experiences, I have successfully interacted with individuals from various backgrounds, cultures, and countries, fostering flexibility and understanding in my interpersonal relationships.

INTERESTS/HOBBIES:

Passionate horse rider (dressage). Animal rights activist. Environmental and health enthusiast. Enjoy reading, cooking and spending time on the farm. Well-travelled.

REFERENCES

References available on request