

# HEIDI MARLENE PFEIFER - VAN WYK



Heidi M. Pfeifer – van Wyk  
780906 0030 08 4

1040 Pierneef Street  
Villieria  
Pretoria  
0186

Date of Birth: 06/09/1978  
Driver's License: EB (Code 8)  
Contact Number: 083 374 7087  
Email Address: bushbabyheidi@gmail.com

## **Employment History**

Miki Maths & Tina Cowley Reading Centre  
Tutor  
February 2023 – Present

Snake Bite Assist (Pty) Ltd  
Director / Training Manager  
March 2013 – Present

Youi Insurance (RSA)  
Client Care Advisor  
1 October 2014 – 25 June 2016  
Reason for leaving: To concentrate on own business

Ultimate Creatures  
Corporate Training Facilitator / Contractor  
1 February 2014 – 30 September 2014  
1 July 2016 – 2 December 2017  
Reason for leaving: Contract ended

SHC Projects (Pty) Ltd  
Call Centre Agent

HR Administrator  
Personal Assistant  
Receptionist / Administration  
2 April 2002 – 28 February 2013  
Reason for leaving: Retrenched

Python Motorcycles  
Receptionist / Representative  
16 June 2000 – October 2001  
Reason for leaving: Company Closed

Chris Chalmers Consultants Quantity Surveyors  
Receptionist / Girl Friday  
8 May 1999 – 14 June 2000  
Reason for leaving: Travelling costs

Empisal Sewing Machine  
Manager  
24 April 1997 – 31/03/1999  
Reason for leaving: Position at CCC

## **Education**

Success Correspondence College  
National Senior Certificate 1995  
Subjects: English, Afrikaans, Introduction to Criminology and Ethnology, Biology, Business Economics

The TEFL Academy  
26 May 2023 – 26 November 2023  
Level 5 TTA

## **Tertiary Qualification**

Regulatory Exams RE1  
The TEFL Academy  
Level 5 TTA

## **Short Courses**

The TEFL Academy – 2023  
Level 5 TTA  
Basic Life Support – 2019  
Snake Identification & Bite Treatment Course  
Venomous Snake handling Course  
Reptile Keeping Course

## **Skills and Achievements**

Fully bilingual in English and Afrikaans  
Computer literacy: MS Office, Excel, Word, Powerpoint, etc. Pastel partner Version 9 & 11, VIP Payroll  
Good communication skills  
Practical application of problem solving  
Ability to work under pressure  
Good work ethics  
Event Co-Ordinator: SOS<sup>2</sup> Reptile Expo 2003 – current  
Community Service – Removal and relocation of problem reptiles  
Committee member of Tshwane Herpetological Association

## **References**

Snake Bite Assist (Pty) Ltd:	Arno Naude (Director) – 083 739 9303
Youi Insurance (RSA):	Frits Swanepoel (Sales Manager)
SHC Projects (Pty) Ltd:	David Mosehla (Director) – 082 578 8893
Ultimate Creatures:	Jens Reissig (Owner) – 084 256 4534