

Curriculum Vitae of Anneline Jana Fourie

General Information

Name: Anneline Jana

Surname: Fourie

I.D: *****

Date of Birth: 1994/08/30

Gender: Female

Nationality: South African

Languages: Afrikaans, English

Health: Excellent

Contact Information

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Address: ***** , Port Edward

Education

North West School of Design Graduate

City & Guilds of London Institute

- **Level 1; - 2 Diploma in Fashion**

Verification Code: H2FZ-5J2Q-CRPJ-NJVV-2DLS

QJ8C-9Q5V-7LD4-7NEQ-CRCV

- **Level 3 Certification in Fashion**

Verification Code: 2BXR-KHW9-4AJB-QTJD-QVWT

North West School of Design

Part-Time Skills Program

- Certificate in Visual Merchandising
- Certificate in Hostessing

The TEFL Academy

- **Qualifi Level 5 Diploma in Teaching English as a Foreign Language**

Qualification Number: 603/3835/0

Certificate Number: D165955

- Certification in Teaching English Online and One to One
- Certification in Teaching Business English
- Certification in Teaching English to Young Learners

Contributions

2013: NWSD Representative and Paegent Judge

2014: Pageant Backstage Dresser

2014: NWSD Representative and Paegent Judge

2015: Pageant Backstage Dresser

2015: Model Casting Coordinator for Platinum Fashion Festival

2015: Intern Designer on Suzaan Heyns Ritme Collection

2015; 2016: Assistant to director for Platinum Fashion Festival

2016: Event Coordinator and backstage Manager at Matlosana Music Awards

Work Experience

Illustrator; Graphic Designer; Art Director

Pizza Party - Home Based

November 2021 to December 2023

- Conceptualize and create original artwork
- Mock-ups for websites and game development
- Marketing Designs
- Stay up-to-date with industry trends & techniques
- Promotions and representative on live-streams and podcasts
- Develop the overall visual concept for a project
- Make design decisions
- Community Manager (Discord)
- In addition; I performed administrative tasks such as invoicing, managing, and maintaining my social media presence.

Graphic Designer

Tip Top Group - Klerksdorp, North West

2021 to 2021

- Receiving design briefs from clients
- Conceptualize and create original artwork
- Compiling and Proofing of print-works
- Outsourcing prints that couldn't be done in-house
- Sending designs for print through VersaWorks
- Vehicle wrapping installs
- Embroidering of digitized designs

Assistant Designer

Kobus Rautenbach Couture - Klerksdorp, North West

2020 to 2021

- Prototyping and toile making
- Maintaining the studio and upkeep
- Administrative tasks
- Basic pattern drafting according to specific measurements
- Marker making and cutting
- Overall garment construction

- Embellishing of couture garments
- Handwork
- Steaming and pressing
- Fitting of garments on clients
- Fabric Sourcing

All work done within the studio was coordinated by the head designer. I was following strict instructions of his style and techniques.

Waiter

Vai Piano Trattoria - Klerksdorp, North West

2018 to 2021

- Managed the front-of-house operation
- Taking reservations and keeping an organized seating plan
- Welcoming and seating customers
- Taking orders from customers
- Logging orders on the POS system
- Submitting orders to the kitchen
- Keeping customer tabs
- General bar and barista tasks
- Juggling multiple customers and maintaining quality service
- Cash-Up
- Managing and delivering takeaway orders

Bartender

Ribleys Pub & Grill - Klerksdorp, North West

2019 to 2020

- Taking & fulfilling orders from customers
- Logging orders on the POS system
- Keeping customer tabs
- General bar cleaning and weekly full bar clean
- Stocktaking
- Cash-up
- Juggling multiple customers and maintaining quality service during rush hours

Graphic Designer; Embroider

Creative Ink Media - Klerksdorp, North West

2019 to 2020

- Receiving design briefs from clients
- Conceptualize and create original artwork
- Comping and Proofing of print-works
- Outsourcing prints that couldn't be done in-house
- Sending designs for print through VersaWorks
- Vehicle wrapping installs
- Embroidering of digitized designs

Waiter

Fautos Restaurant - Klerksdorp, North West

2018 to 2020

- Managed the front-of-house operation
- Taking reservations and keeping an organized seating plan
- Welcoming and seating customers
- Taking orders from customers
- Logging orders on the POS system
- Submitting orders to the kitchen
- Keeping customer tabs
- General bar and barista tasks
- Juggling multiple customers and maintaining quality service
- Cash-Up
- Managing and delivering takeaway orders

Administrator; Finisher; Graphic Designer

Em'nM - Klerksdorp, North West

2017 to 2018

Administrative

- Data Entry and Record-Keeping
- Arrears management
- Ordering and receiving of materials
- Meeting minutes
- Assisting in event planning
- Invoicing (Quickbooks)
- Sales
- Outsourcing prints that couldn't be done in-house

Finishing

- Prepping of signage installation
- Sourcing and setting up equipment for installations
- Picking and weaving of vinyl and heat-flex
- Application of vinyl on material
- Heat-press of prints and cuts on final materials
- Manual cutting of posters, flyers, and business cards on a guillotine
- Changing ink and print rolls on Roland printers
- Vehicle branding and installations

Graphic Design

- Receiving design briefs from clients
- Conceptualize and create original artwork
- Compiling and Proofing of print-works
- Sending designs for print through VersaWorks

Developer & Manager**iWearNWSD Online Store - Klerksdorp, North West****January 2016 to April 2017**

- Development of an online store with the web designer
- Conducting and planning of photoshoots
- Setting up designer consignments and contracts
- Running of the online store and stock updates
- Processing garments with the owner

Social Media Manager**B'Loved - Klerksdorp, North West****2017 to 2017**

- Updating directories
- Writing and posting blogs
- Sourcing new vendors for the wedding directory
- Maintain Social Media Calendar

Social Media Manager**North West School of Design - Klerksdorp, North West****2016 to 2017**

- Editor of NWSD's Facebook page
- Writing and planning of Facebook posts
- Uploading Videos and Photos related to events at NWSD.
- Writing blogs (X!actly)
- Tweeting on behalf of NWSD
- Uploading YouTube videos to NWSD Fashion TV
- Writing Monthly Newsletters and sending them out

Fashion Internship**Suzaan Heyns Studio - Northcliff, Gauteng****2015 to 2015**

- Marker making and cutting
- Pattern development
- Assisting with preparations for a show collection
- Assisting in fittings
- Technical drawings
- 3D Printing
- Quality control
- Handwork

Assistant**The Diet - Rustenburg, North West****2012 to 2012**

- Marketing and sales of diet products
- Assisting in consultations

Assistant Hairdresser

Sport Cuts Hairsalon - Rustenburg, North West

2011 to 2012

- Upkeep of the salon
- Scheduling bookings
- Washing of hair
- Basic hair styling
- Coloring of hair

Freelance Experience

- Aupair
- Graphic Design
- Digital Illustrations
- Pet Sitting
- Tattoo Design
- House Sitting
- Tutoring
- Cashier
- Sales

Industry Skills:

Admin:

- **Communication:** Written & verbal, clear & concise, email & reports, confident speaking.
- **Organization:** Prioritization, time management, multitasking, deadlines, information tracking.
- **Problem-Solving:** Critical thinking, creative solutions, decision-making, communication under pressure.
- **Attention to Detail:** Accuracy, proofreading, following instructions, meeting deadlines.
- **Technology:** Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Suite proficiency
- **Event planning:** Functions, meetings, conferences.
- **Document preparation and filing:** Drafting documents, and maintaining accurate file systems.
- **Telephone etiquette:** Answering and making calls using the correct etiquette.
- **Invoicing:** Setting up invoices, sending invoices manually and through Quickbooks

Hospitality:

- **Customer service:** Delivering warm, friendly, and personalized service.
- **Listening:** Understanding guest needs and responding professionally.
- **Conflict resolution:** Deftly handling complaints and dissatisfied guests.
- **Multitasking:** Juggling multiple tables and orders while maintaining attentiveness.
- **Teamwork:** Collaborating seamlessly with colleagues to ensure smooth service.
- **Inventory management:** Maintaining proper stock levels and adhering to safety regulations.
- **Point-of-sale system proficiency:** Operating cash registers and billing systems efficiently.
- **Time management:** Prioritizing orders and efficiently serving large crowds.
- **Table management:** Efficiently clearing plates, refilling drinks, and maintaining table flow.
- **Payment processing:** Handling transactions smoothly and professionally.
- **Food safety and hygiene:** Maintaining a clean and safe work environment.
- **Communication skills:** Effectively communicating with guests and colleagues.

- **Adaptability:** Adjusting to changing demands and unexpected situations with grace.

Design:

Software Proficiency:

- **Adobe Creative Suite:** Photoshop, Illustrator, InDesign, Premiere Pro, AfterEffects
- **Figma:** Familiarity with UI/UX design tools for web and app interfaces.
- **Canva:** Ability to create engaging visuals for social media and presentations
- **CorelDraw:** Complete knowledge of the design process for large print media in CDRx7 and up.
- **Sketchbook/Procreate:** Proficient in digital art, creating brushes and animation with the flipbook method.
- **Versaworks:** Export, manage design, and set up cutlines to send for print.

Design Expertise:

- **Visual Communication:** Strong understanding of design principles like composition, color theory, typography, and hierarchy.
- **Branding:** Ability to develop and maintain brand identities across various mediums.
- **Typography:** Masterful use of fonts to enhance message clarity and visual impact.
- **Layout and Design:** Skilled in crafting visually appealing and user-friendly layouts for print and digital media.

Additional Skills:

- **Project Management:** Ability to plan, execute, and deliver design projects on time and within budget.
- **Communication:** Excellent written and verbal communication skills for collaborating with clients and team members.
- **Critical Thinking and Problem-Solving:** A creative approach to tackling design challenges and finding innovative solutions.
- **Collaboration:** Ability to work effectively with diverse teams and stakeholders.
- **Staying Updated:** Proactive in learning new trends and technologies in the graphic design industry.

Fashion:

Design:

- **Concept development:** Sketching, mood boards, trend research, color theory.
- **Draping and patternmaking:** Creating garments on mannequins or flat patterns.
- **Technical drawing:** Drafting professional garment patterns.
- **Material knowledge:** Fabric selection, properties, sourcing.
- **Construction techniques:** Sewing, tailoring, finishing.
- **Software proficiency:** Fashion CAD programs.

Styling:

- **Client consultation:** Identifying personal style, body type, and goals.
- **Wardrobe editing:** Building versatile and cohesive outfits.
- **Trend analysis:** Applying current trends to individual aesthetics.
- **Accessory and shoe expertise:** Completing looks with appropriate pairings.
- **Event and occasion dressing:** Styling for specific events and goals.
- **Presentation skills:** Visualizing and communicating concepts to clients.

Sewing:

- **Production sewing:** Operating industrial sewing machines efficiently.
- **Quality control:** Identifying and correcting garment flaws.
- **Sample making:** Producing prototypes for approval and adjustments.

- **Pattern reading and interpretation:** Following technical instructions precisely.
- **Production line organization:** Maintaining workflow and deadlines.
- **Time management and efficiency:** Optimizing production time.

References

Francoise Olivier: 084 972 7978 (Pizza Party)

Kobus Rautenbach: 078 357 2567 (KR Couture)

Frank Engelbrecht: 081 547 8508 (Em'nM, Creative Ink, Tip Top)