

Peter J. Venter

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Mobile RSA: +27 82 546 4609

SKYPE: peter222imnida

August,2010

For Attention: TO WHOM IT MAY CONCERN

Dear Sir/Madam,

APPLICATION FOR EMPLOYMENT AS ENGLISH TEACHER IN KOREA

Attached please find my abbreviated CV for your perusal and consideration. I am available immediately and will work anywhere, in Seoul, South Korea, with a preference for the Kangnam Area where I have worked for 8 years. Many of my parents and students will support the school I join if my employer is in the Deachi-Dong area (Refer Anexure with references).

As you will note I am well qualified with excellent all round skills and abilities. If you need a dynamic, results-orientated team player, consider me. My commitment is my loyalty, creativity and integrity in dealing with my employment. My drive and energy will never allow me to sit at home. I have too much to contribute in this day and age in our nation.

Please note that I have highlighted areas applicable to teaching abroad.

PJ Venter

CURRICULUM VITAE

1. PERSONAL DETAIL

- Full Name : Peter James Venter
- Date of Birth : February 22nd, 1955
- Address : 17 Gazania Avenue
Kleinmond 7195
- Cell Phone Number : 082 546 4609
- E-Mail : docgibun@gmail.com

2. PERSONAL PROFILE

- Evaluated as Amiable-Driver with a strong preference for strategic thinking and working with people.
- Career Path Appreciation of Level Low VI (6) and style D.
- Creative, original thinker, yet practical in achieving results.
- Deals well with cognitive complex issues and shown ability to turn theory into practice.
- Natural Leader.

3. KEY SKILLS

- Leadership
- Management of people and problem solving
- Human Resources Management – All aspects of Human Resources Management with a strong preference for Training, Development and Education, Change Management/Organisation Development and Labour Relations / Labour Law.
- Develop management models from theory to practice and implementing such.
- Organisation Development from investigation through assistance with implementation (Prefers and adapted the Marvin Weisbord model).
- **Training/Development/Education management with skills including all relevant aspects such as needs analysis, curriculum development/programme development, doing presentations and evaluation.**
- Evaluation of systems and procedures in the human resources department including training and evaluation audits.
- Recruitment, selection, induction and placement.
- Chairing disciplinary hearings and appeals.
- Representing Management at CCMA during Conciliation and Arbitration.

- Negotiation Skills.
- Project Management.
- Evaluation of compliance to Labour Laws.
- Presenting Seminars on supervision, management, leadership and labour relations.
- Mentoring skills.

4. WORK EXPERIENCE

Present: Employed by TMA (PTY) LTD as Specialist in Labour Relations, Human Resources And Training. I am working at Tetē, Mozambique, on the Riversdale Project. My primary focus is on the professionalising all Human Resources related issues within our company to ensure we comply with world class best practices.

2001 – 2009 : South Korea, Kang's Language Schools- Dean of Colleges

- Teaching conversational English and Business English. Specialised in Conversational English for professional People
- Assist University staff in writing scientific papers for publication – advice, structure and edit.
- Analyse educational needs and develop curriculum based on needs of learners.
- Develop, implement, manage and evaluate curriculum.
- Recruit, select and place foreign teachers from all English native-speaking countries.
- Full management of schools as the appointed Dean inclusive of consulting and counselling, programming and scheduling, and also teacher management.
- Taught English to kindergartners, elementary school students, middle school kids and adults.
- Excellent results made me a well respected and much loved teacher to students and parents alike.

1994 – 2001 : Self-Employed Labour Law and Organisation Development Practice.

- Evaluated compliance to Labour Laws, developed total interventions and implemented systems and procedures.
- Represented clients at CCMA.
- Chaired disciplinary hearing and appeals.
- Conducted counselling interviews.
- Managed retrenchments and other no-fault terminations.
- Provided public Labour Law Seminars as well as in-house practical training.
- Managed all Labour Relations on behalves of clients.
- Appeared in the old Labour Court and Industrial Councils representing clients and individuals.
- Conducted project management on request (Performance Improvement, Training and Internal Organisational Management).
- Did strike management and conflict resolution.

- Assisted small and medium business to become profitable again through Organisation development Interventions from Investigation through to Implementation.
- Trained unions in negotiation skills and assisted in drawing up Labour Procedures for own use.

Prior to 1994 - Gencor and Iscor

GENCOR

- **Manager: Employee Development.**
- **Responsible for strategic positioning of employees of 57 Gencor Companies.**
- **Implementation of Adult Basic English Skills.**
- Evaluation of Systems and Procedures in all Human Resources functions
- Implementation, as career path administrator, in setting career plans for employment equity and high potential candidates.
- **Doing evaluation and auditing of training and education.**
- **Implementation of Train the Trainer programmes at all levels.**
- Evaluation of change management models, experimentation and implementation including evaluation of results.
- **Manager: Gengold Training College**
- **Responsible for Training and Education of all Tertiary Education, including University students. Also accountable for special skills development** (excluding Engineering), in Mining, Metallurgy, Ventilation, Surveying and Mining learner officials.
- Full responsibility for all aspects with regards to running the centre inclusive of housing, catering and lecture facilities.
- **Evaluation/auditing of training in all Gengold Companies.**
- **Implementation of basic education and literacy skills.**
- Change management, focusing on employee equity.
- **Earlier:**
- Worked as Training Officer through Training Manager. Also practical exposure and experience in labour and personnel departments inclusive of being Human Resources Manager on West Rand Consolidated for 3 months.
- Gained experience in all aspects related to the total HR field in large companies. Some of the first employment equity projects were initiated by me as far back as 1979.

ISCOR - Newcastle

- Senior Quality Controller –Youngest ever appointed.
- Quality Controller in steel mills.

5. EDUCATION AND TRAINING

1994: University of Johannesburg (Ex RAU)

- Post Graduate Diploma in Labour Law.

1988: North West University (Ex PU vir CHO)

- BA (Cum Laude): Majors: Psychology and Industrial Sociology. Minors in Anthropology, Public Administration and the compulsory Philosophy.

1984: Institute for Personnel Management

- Advanced Diploma: Personnel Management
- Advanced Diploma: Training Management

Life Long Learning/Certificates/Seminars

- Arbitration Skills - Andrew Levy
- Certified Session Leader: Managing Human Performance – Wilson Learning
- Interaction Management Instructor Training – FSA – Contact
- Certified Labour Relations Specialist – Gencor Group.
- Negotiations with Unions – Henk Botha and Associates.
- Management's Right to Discipline – Henk Botha and Associates.
- Labour Law Seminar – Act 66 of 1994 – RAU.
- Basic Remuneration – Gencor Group Training.
- Instructional Design CRI Mentor Programme – Instructional Design (Ian Bellis).
- Course Manager CRI and IMD – Instructional Design.
- Targeted selection Administrator Training – Contact Group.
- Evaluation of Training – IPM (SA).
- Loss Control management – International Loss Control Institute.
- Other
 - Mother tongue is English, but can also speak Afrikaans and some Africa languages.
 - Computer Literate (Could improve keyboard speed skills).

Memberships and Affiliations

(Some of the registrations have lapsed, due to living abroad, but can be taken up again if required.)

- Personnel Practitioner Registration P2030 – South African Board for Personnel Practice.
- Mentor for South African Board of Personnel Practice – One of only 2 in the North West Province
- Full Member – IPM (SA).

- Full Member of National Institute of Training and Development.
- Ordinary Member of Association of Mine Manpower Resources Management.
- Chairman – Western Transvaal Regional Training Committee – Government Initiative.
- Chairman – Parent-Teacher Committee High School Stilfontein.
- School Prefect and head of the Athletics Team, Colours for Athletics and Cross Country.
- Western Transvaal Athletics School Colours.

6. HOBBIES AND INTERESTS

Photography

- Advanced photographer with a number of international photography internet club awards.
- Intermediate skills in Adobe Photoshop and Adobe Lightroom.

Other

- Reading anything I can lay my hands on.
- Sudoku.
- Chess.

7. REFERENCES

Refer **Annexure** attached.

The Interviewer can ask me anything on each of the points above, to my knowledge it is a true reflection of my experience, exposure and applicable frame of reference.

Annexure

REFERENCES

Hi, Peter teacher..

Very long time, no see..

Now, we are happy to get in touch with you..

Charles go to "Topia" english academy third time a week.

That academy is recruiting new foreign native teacher.

Charles' mom phoned to korean teacher belonging to that academy and she talked to her about you, Peter.

And she told her that you had taught childrens in Kang's and had not gotten payments from Kang's

and you are very good teacher, who many moms praise highly.

So, she, that teacher in Topia, thanks charles mom for introducing you..

And she want to get your resume by e-mail.

E-mail address is yhjang@topia.co.kr.

That academy's homepage in english is www.topiaenglishzone.com

Please contact her...

We are very delighted with your mail.

Thank you....

최형욱 <bleuchoi7@hotmail.com>

김정은 <jeinpeople@gmail.com>

안금장 <dkstrmawkd@naver.com>

Bobby McLeod <bobby.mcleod@gmail.com>

김용환 <kimyh0909@hanmail.net>

hi, Peter~ :)

it's Kevin~ how are you~? Are you all right...?

do you have any plan to come back here???

i'm so happy to hear that!! i'm missing you~

i will tell your decision to my mom.

i hope she can help you..!! and i also hope to see you again..

take good care~

현재은 <hyunjenny7@naver.com>

reply-to 현재은 <hyunjenny7@naver.com>

PJ Venter
to <docgibun@gmail.com>

date Thu, Jun 3, 2010 at 9:36 AM

subject Dear teacher.

mailed-by naver.com

[hide details](#) Jun

3

Images from this sender are always displayed. [Don't display from now on.](#)

Hello, peter teacher, I'm jenny hyun. Do you remember me?

After I got your mail, I was quite sad. And I could remember your smile.

Also, after you went to your country, my English skills were getting worse.

My mother was sad that I was not trying hard at the English academy (this academy is so hard! When we don't do our homeworks, or spoke Korean, they just make you quit this academy. Once, I didn't do my homework, so I was cut. (quit)

So actually I can't go to English academy for 3 months. So I think my English skills were getting worse. (conclusion, please understand that my grammar skills are bad...)

However, still I remember you, and thinking about you. Thank you for teaching me English.

Sorry, Peter teacher, but my mom went to Japan with mother's friends. So I couldn't ask for my mom. After my mother comes, I'll ask for some academies. But now, I'll tell you some kinds of academy.

1. Lex Kim: what I told you most hard. You need to be 100% strict. If you aren't, you need to quit
2. ILE: I don't know now they took teachers
3. JIS: they need some teachers

from 이지혜 <piglet4329@naver.com>

reply-to 이지혜 <piglet4329@naver.com>

to PJ Venter <docgibun@gmail.com>

date Thu, May 13, 2010 at 3:15 PM

subject RE: Hi Jamie

mailed-by naver.com

[hide details](#) May
13

Images from this sender are always displayed. [Don't display from now on.](#)

hi~!!

how are you?

i'm so sorry too late answer for your mail.

i have arrived at APR,23

I miss you, where are you now?

hello! this is kyu ri kim!

Inbox | X

[Reply](#)

from 김규리 <sy181617@gmail.com>
to "P.J. Venter" <docgibun@gmail.com>
date Wed, Mar 31, 2010 at 4:42 PM
subject hello! this is kyu ri kim!
mailed gmail.com
by
signed gmail.com
by

[hide details](#) Mar
31

hello!!

it's really really long time to see

it's little bit strange to use gmail
cause it;s first time

you know, when i used google first
it was in english
so i close the site(i was young)

i remember you laugt at loudly

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take care

p.s
in korea, wheather is crazy
in march, it was heavy snow!!
maybe twice, i think

godd luck@!!1