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SOUTH AFRICA

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Vivienne Belinda Anne Arnot-Kriel

RESUME (CV)

OBJECTIVE

I am currently marketing myself for a suitable career in education. I also wish to gain suitable employment and to broaden and diversify my vocation and experiences. I have a multi-functional background, across a broad range of experiences and skills where I was mostly required to operate in a professional manner with integrity and decency regarded as highly important values.

EDUCATION

Tertiary

- 1995-1998 UNISA
Port Elizabeth
Higher Education Diploma Credits- Philosophy of education, history of education, history didactics, fundamental didactics, empirical didactics, family agogics, orthopedagogics, computer literacy, biblical instruction.
- 1992 UPE
Port Elizabeth
BA – History, Psychology, Political Science, Xhosa, Biblical Studies
- 1975-1976 DOWER TRAINING COLLEGE
Port Elizabeth
Lower Primary Teachers' Certificate

Secondary

- 1985-1986 Gelvandale High School
Port Elizabeth
Grade 11-12 (matric)
- 1973-1974 Paterson Secondary
Port Elizabeth
Grade 10
- 1971-1972 Bishop Lavis Secondary School
Cape Town
Grade 8-9

Primary

- 1963-1970 Moravian Primary School
Port Elizabeth
Grade 1-7

EMPLOYMENT

Educational

- April 2008- December 2008 St Theresa's (RC) Primary School
Port Elizabeth
SOUTH AFRICA
- JAN- APRIL 1979 Naraville Primary School
Walvis Bay
NAMIBIA
- JAN- DEC 1978 Greenturf Primary School
Cape Town
SOUTH AFRICA
- JAN- DEC 1977 Sancto Primary School
Port Elizabeth
SOUTH AFRICA

Non-educational

- AUG 1983- DEC 1984 IBM, South Africa
Secretary; security services
- JUL 1981- JUL 1983 NEDBANK
Clerk; credit card section
- May 1979- JUN 1981 STANDARD BANK
Clerk; absconded accounts

EXPERIENCE, SKILLS AND COMPETENCIES

- Planning and Organizing
- Problem solving
- Innovation
- Analysis
- Action Orientation
- Flexibility and Resilience
- Written and Oral Communication
- Excellent at Information Monitoring
- Interpersonal Skills
- Enthusiastic and passionate about the Job
- Seek ways to refresh the office environment
- Strong sense of integrity and honesty
- Ability to respect confidentiality
- Generally out-going & Adventurous by nature
- Business and financial Acumen
- Provide educational and instructional services
- Strong believer of customer service
- Working within various conditions: goal oriented
- BEE/AA & OH & S
- Batho Pele

AFFILIATIONS, ATTENDANCE, ACTIVITY

- Athletics
- Hockey
- Baseball
- Drum Majorettes
- Mini cricket

LANGUAGES

- Home Language: English
- Other Language: Afrikaans

ACHIEVEMENTS: EDUCATIONAL AND NON EDUCATIONAL

- Atherson floating trophy for the best History pupil of the year.

COMMUNITY AND WORKPLACE INVOLVEMENT

- 1976 Member of SRC
- 1976 Student Activist
- 1975-1976 Member of Christian youth body
- 1998-1999 Member of school Governing body
- 1999 Acting Principal, Bayview Primary School

ADDITIONAL INFORMATION

- Driver's Licence: EB (08)
- Status: Widow
- Nationality: South African
- ID Number: 5711270150086
- Criminal: Nil

REFERENCES

1. Mr. K Perils
Principal
St Teresa's R.C Primary School
Port Elizabeth
Tel: 041-4511247
2. Mr. T Johannes
Principal
Bayview Primary School
Port Elizabeth
Tel: 041-4523510
3. Pastor Ben Nortjie
Baptist Church
Port Elizabeth
Tel: 041-4561851 / 0732142308
4. Ms, J.A. Sauer
EDO
Department of Education, Culture and Sport
Port Elizabeth
041-4034483 / 0836119612