

Curriculum Vitae



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PERSONAL PROFILE

I have worked in the Public Service for more than 10 years. I am a team player who enjoys meeting targets. I look for ways to do things better because I am motivated by being successful and achieving. I am a problem-solver, who is able to think logically whilst paying meticulous attention to details. A hardworking Multi-skilled Communicator/Trainer and Administrator who can make use of major modern communication facilities to ensure effective communication and office management.

SKILLS AND ACHIEVEMENTS

- Public Relations and Marketing Skills
- Advanced Report and Speech writing and editing skills in both English and Oshiwambo
- Research Skills
- Analytical skills
- Advanced Office Administration and Management Skills
- Advance knowledge of Microsoft Office Suite (ICDL 2010 holder)
- Advanced Desktop publishing skills (Freehand, Adobe Indesign, Photoshop) All types of designs/layout (brochures, annual reports and banners)
- Dreamweaver (website development and maintenance)
- Advanced online marketing skills

EDUCATION & TRAINING

- **Masters of Arts, Sociolinguistics** (2010), University of South Africa
- **Bachelor of Arts Honours, Sociolinguistics** (2004), University of South Africa
- **Higher Education Diploma** (Post-Graduate) (Education), University of Namibia
- **Bachelor of Arts** (1996), University of Namibia
- **Education Certificate Primary** (1988), Ongwediva College of Education

- **International Computer Driving Licence Holder (ICDL 2010)**
- **Advanced training on layout for Print and Online publications and websites design**
- **Advance still images shooting and editing**
- **Higher Court Sworn in translator: English - Oshiwambo**

SPECIAL COURSES/WORKSHOPS ATTENDED

- UNESCO-IICBA Workshop on Mapping and Planning for National ICT in Education Strategies for SADC and PALOP Countries: 12-15 Maputo 2011
- Web Animations: Windhoek 2010
- Integration of ICT in education training: Harare 2010
- Gifted Education development: University of Iowa (USA) 14-22 May 2008
- Certificate in Web Application Development (New Delhi, India) 18 Jan – 28 Feb 2007
- International Trade Centre (ITC), business networking for Southern Africa, Sandton, SA 2005
- Pan-African Interaction Leadership program, Nairobi, Kenya, 2005
- Educational Radio Program Training Workshop: Windhoek 2005
- Business Matching Workshop, International Trade Centre, Lusaka 2005

WORK EXPERIENCE

- Special Assistant to the Founding President: February 2013 to Present
- Curriculum Developer, NIED (July 1999 –January 2013) doing research and develop curriculum.
In addition evaluate textbooks for schools and other educational materials. Managing Oshindonga Curriculum Committee, advising members and provide strategic management skills for the Committee to achieve its objectives.
- Part-time Marketing Manager, Namtranslations Services CC-(2006-2012): Served as a Chief Marketing and Communication Officer for this close corporation that provides translations and media services (part-times basis)
- Acting webmaster for NIED (2006-2012): Manage the NIED website:www.nied.edu.na
- English Teacher (1997-1999) David Sheehama Secondary School
- NAMCOL Head of Centre (1997-1999) David Sheehama Secondary School: Administering the Namcol Centre with over 500 learners and 12 tutors.
- Layout and graphic design artists (newsletters, brochures, annual reports etc)
- Previous projects includes the layout for the Office of the President’s Annual Report for the period 2006-2007 to 2010, UNPF Cancer Materials, RCC Code of Conducts booklet, Outapi Town Council Promotional Materials etc

Website design and developments

Developed more than 12 websites: live samples can be viewed at the following examples www.nantu.org.na; www.okahaotc.com.na, www.outapitc.org.na; www.samnujomafoundation.org; www.omusatirc.gov.na, www.nied.edu.na, www.outapith.iway.na etc

OTHER INFORMATION

- Awards: Best First year student,1992, UNAM Faculty of Education
- Author: Drama Book **Ongoma ohayi hokelwa pondjila** (Oshindonga textbook used in GR 10) published by Gamsberg Macmillan Publishers
- Author: **Language Policy Evaluation in Upper Primary Phase** (Lambert Academic Publishing, UK)
- School Patron of John Alphons Pandeni Combined School till 25 June 2015
<http://www.johnalphonspandeni-cs.webs.com>

REFERENCES

1. Dr. H. Pomuti
Director: NIED (www.nied.edu.na)
Tel: (062) 509000 Cell: 0812540781
E-mail: hpomuti@nied.edu.na
www.nied.edu.na
2. Mr Chris Maketo (Professional Graphic Design and Layout artist) at Image Wetu Promotions
Cell No: 0813030033
E-mail: imagewetu@gmail.com
3. Mr P. A. Mbenzi, University of Namibia
Tel: (061) 2063849 Cell: 0816043747
University Lecturer (www.unam.na)