

Curriculum Vitae of Hilton Recardo Izak Hartnick

Personal Information:

Full Name: Hilton Recardo Izak Hartnick

Date of Birth: 6 October 1982

Identity Number: 8210065145085

Passport Number: A01589886

Age: 36

Nationality: South African

Religion: Kadampa Buddhism

Lifestyle: Veganism

Disability: None

Driver's Licence: None

Criminal Record: None (Apostilled Criminal Record certificate available)

Health (Mental and Physical): Excellent

Gender: Male

Languages: Afrikaans, English, Dutch

Telephone: +2761 077 6410

Skypeid: HiltonHartnick

Marital Status: Unmarried

E-mail: hiltonhartnick@gmail.com

Residential Address: 24 Siegelaar Street
Railton
Swellendam
6739

Education:

Secondary Education:

2000: Swellendam Secondary School - Matric Exemption (C+ Average)

- Afrikaans HG, English HG, Biology HG, Mathematics SG, Physical Science SG, Geography HG

Tertiary Education:

Currently enrolled at ALISON for the following Courses:

- Diploma in Mathematics
- Diploma in Accounting (Core practices and theory)
- Diploma in Banking
- Diploma in Banking and Technology companies
- Diploma in (International) Business law

August 2016: ALISON – Certificate in Cloud Computing Management (A+)

August 2016: IQ Academy -Financial Management (Cum Laude)

January 2012: TEFL Training College –(A+ Average) Diploma of Educational Management Studies in Teaching English to Speakers of Other Languages.

April 2011: TEFL Training College –(A+ Average) Preliminary Certificate of Educational Studies in Teaching English to Speakers of Other Languages (Business communication and training).

April 2011: TEFL Training College –(A+ Average) Certificate of Teaching English to Speakers of Other Languages – Teaching English One - to- One (Specialised Business communication and teaching).

July 2009: IT Intellect - SQL 2008 Certification: (B+ Average) Writing Queries using Microsoft SQL server 2008 Transact SQL.

September 2009: IT Intellect –SQL 2008 Certification: (B+ Average) Maintaining a SQL server 2008 Database

February 2007 – July 2007: Ogmios Language Training School –(B+ Average) Certificate in Dutch Communication, Administration and Linguistics.

April 2006 – January 2007: Dynamix Computer Training Centres –(B+ Average) Microsoft Office and Helpdesk Support in service training.

2001 - 2004: University of Stellenbosch: BA Language and Culture (Cultural Engineering –(C+ Average) Archaeology / Historical research and interpretation (Scientia antiquitatis), Arts and Crafts theoretical study and analysis, Administration, Publication, Management and Communications (Linguarum Peritus) Specialist).

December 2015: Steep- Business Management Entrepreneurial Workshop

October 2015: Tedcor -Advanced Environmental and Waste Management facilitation training

May 2015: Tedcor – Certificate in Environmental Health and Waste Management.

May 2015: Tedcor - Business and Entrepreneurial skills.

December 2014: Tedcor - Environmental Awareness, the process of recycling and waste management

November 2014:Tedcor - Basic health and Safety

November 2014: Tedcor -First Aid Level 1

Awards and Achievements:

January 2008: Shell Global Customer Service Centre, Cape Town -International Vice Presidency Award

December 2007: Shell Global Customer Service Centre, Cape Town - Best Performance / Employee of the year

Employment History:

Current- HRIH Investments- (Part time) Financial Manager

October 2014 – Current: Tedcor/ The Department of Environmental Affairs: Assistant Landfill Site Supervisor (Contract completed)

December 2012 - January 2014: Manger Care Centres- Buddhist Mission Worker (Mission work ended)

May 2012- August 2012: IBM Sandton– Helpdesk Consultant and IT Support Technician for International and Dutch Clients (contract - retrenchment)

January 2009 – June 2010: Turfsport CC, Rondebosch– Cape Town –IT Support Technician and Software and Database support analyst (Full time position – retrenchment)

February 2007 – June 2008: Shell Global Customer Service Centre, Cape Town – Customer Service Professional and IT Support Technician on special request (Full time position – resignation)

January 2006 –January 2007: Dynamix Computer Training Centres, Bellville and Cape Town - Instructor / Lecturer and Desktop Support Technician (Full time position – resignation)

June 2005 - March 2006: Top Copy, Claremont -DTP Operator, Digital Printer and Helpdesk Support Technician (Contract position – contract expired)

Skills:

Sales and promotion / advertising experience, excellent written and communicating skills through conducting interviews as an Historian, lecturer and client consultant, interpretation and research, teaching skills, 35 words typing speed, people management skills, administration and organisational skills. Curriculum Design and Development, Student Evaluation, Placement and Assessment, Progress Monitoring, Reading, Listening, Writing, Speaking, Pronunciation, Vocabulary and Grammar, Development. I do Financial Management and can perform excellently as a banking consultant.

Analytical:

As a result of the nature of my experience and education, I have greatly improved my clairvoyance, developed an omniscient mind and been able to manage problems and people from different points of view and backgrounds and interests before choosing an appropriate and best solution that streamlines productivity and satisfies everyone.

References:

1. Ms. G. Petrie

Managing Director

Turfsport CC.

Rondebosch– Cape Town

Tel: +2721 686 1920

2. Ms M. Brouwer

Contracts Manager

Manger Care Centre, Benoni

Tel: +2711 747 8700

3. Gen-la Kelsang Mila

Resident Teacher

Vajrapani Kadampa Buddhist Centre

The Colony

Craighall

Tel: 011 447 2746

Cell: +2783 678 5956

5. Mrs L. Mfwaze

Previous Human Resources Personnel Member

Shell CSC

Cape Town

Cell: 0732529912