

PERSONAL DETAILS

Full Name: Eugene Robin Pelteret
Date of Birth: 27 April 1987
ID Number: 8704275058088
Gender: Male
Marital Status: Married
Languages: English, Afrikaans



EDUCATION / TRAINING

2005 – 2008 **University of Cape Town (UCT), Cape Town**
Bachelor of Business Science in Management Studies (Marketing):
Distinctions: Foundations of Information Systems, Statistics 1, Financial Accounting 1A, Business Accounting, Business Finance, Business Statistics, Project and Operations Management, Co-operation and Competition Economics, Quantitative Economics, Marketing Thesis
Awards: Deans Merit List (2005 – 2008); UCT Commerce Faculty Bursary (2006)

1996 – 2000 **Pinelands High School, Cape Town**
Senior Certificate with Endorsement:
Distinctions: Mathematics, Science
Leadership Roles: Captain of 1st Team Hockey, Cricket and Tennis teams in final year
Elected Prefect in final year
Awards: J.P. Kent Award (Principal's award); Leibbrandt Cup for Courtesy; Copeland Trophy for Sportsmanship

WORK EXPERIENCE

Mar 2009 – **Phambili ngeThemba, Cape Town**
Operations Manager:
Roles and responsibilities: Marketing & Communications:

- Design, marketing and implementation of a fundraising sponsorship programme (Zanokhanyo R100 Heroes)
- Presenting the Zanokhanyo Project to different audiences including churches
- Designing of flyers and powerpoint slides
- Networking with churches and business to promote the project's services
- Creating and managing the organisation's social media marketing (including using Facebook, Twitter, Youtube, Hootsuite and Wordpress website)
- Creation of marketing material through photography and videography
- Design and writing of company newsletters (email, web-based and print)
- Formatting of funding proposals and company reports

Human Resources:

- Recruitment and selection (job descriptions, advertising, interviews, employee contracts)
- Training and development (facilitating external training for employees, training employees internally informally, staff workshops)
- Organisation development (structural and process development)

- Workplace communication (setting up communication structures)
- Performance management (designing and implementing performance review structures)
- Employee record keeping and confidentiality (creating administrative structures)
- Disciplining employees (counselling, disciplinary hearings, dismissal)
- Policy Development (development of policies and procedures)
- Team Building (organising day events and retreats, team awards)
- Employee Relations (overseeing implementation of policies and procedures)

Zanokhanyo Project:

- Leading the team in the absence of the Zanokhanyo Team Leader
- Curriculum development (labour law, discussing the workplace, interview theory and practical, cover letters, 3-day computer course)
- Design-work (using Adobe CS2 to create manuals and funding proposals)
- Conducting Job Readiness training (workplace, labour law, computer training, interviews)
- Setting up of feedback and monitoring systems used for reporting
- Designing, drawing up and updating of over 300 CVs for course graduates
- Oversee the administration and reconciling of two petty cashboxes
- Co-ordinate volunteers involved in training
- Designing of web-based database system for processes

Strategy

- Contributing toward the joint visions and strategies of the Zanokhanyo, Umthombo and Phambili ngeThemba
- Contributing toward the content of fundraising proposals

Purchases

- Ordering and receiving of office and staff supplies
- Keeping records of purchases

Facilities

- Overseeing the correct usage, maintenance, safety and hygiene of the offices.
- Setting up and overseeing the maintenance of the IT systems (hardware and software) of the Zanokhanyo Resource Centre and staff computers (25 computers)

Jan 2009 –

Self-employed, Cape Town

Business Consultant:

Roles and responsibilities:

Analysing and providing advice on budgets and business operations to Dr. Denise Kotze Inc.

Jan 2009 – Dec 2009

Pinelands Methodist Church, Cape Town

Youth Pastor (part-time):

Roles and responsibilities:

Managing various facets of a youth programme, teaching of the Christian faith in small and large groups, mentoring and counseling of primary and high school children

Skills acquired:

Mentoring of individuals, effective presentation skills

Reason for leaving:

Resigned to work full-time at Phambili ngeThemba

Feb 2008 – Dec 2008

University of Cape Town, Cape Town

Research in Marketing Tutor (part-time):

Roles and responsibilities:

This involved the teaching practical applications of theoretical research in marketing, and guiding them in their projects which were precursors to their Honours theses.

Skills acquired:

Effective presentation skills, research-based thinking

Reason for leaving:

Graduated from the UCT

CONFERENCES & COURSES

- Jul 2011** **Brightest Young Minds, Johannesburg**
Summit Delegate:
Brightest Young Minds identifies, equips and inspires bright and passionate young leaders to be positive change agents. The annual Brightest Young Minds summit is their flagship project to bring together 100 of the country's brightest young minds from diverse backgrounds and disciplines for a week-long summit.
- May 2011** **The Warehouse, Cape Town**
Christian Social Transformation Course:
Christian Social Transformation Training Course helps to awaken and equip church members and leaders so that the church may truly become an agent of transformation in its community.

SPORTING ACHIEVEMENTS

- 2012** Represented WP Mens' Indoor Hockey Team
- 2009** Represented WP Mens' Hockey Team
Pinelands Hockey Club Mens' Player of the Year
- 2008** Elected South African u21 Mens' Hockey Team Captain
Won the Junior World Cup Africa Qualifier with SA u21 Hockey Team
- 2008** Nominated for UCT Sportsman of the Year
- 2007, 2008** UCT Mens' Hockey Player of the Year
- 2005 – 2008** Awarded Scholarship to University of Cape Town for Hockey

COMMUNITY INVOLVEMENT

- Jan 2005 – Dec 2011** **Pinelands Methodist Church, Cape Town**
Youth Leader:
Roles and responsibilities: Volunteered to support the youth pastor in their activities, including teaching about the Christian faith, mentoring and counseling to small and large groups of primary and high school learners. Special events included leading and organising a tutoring day for Matric learners (2005), the Dumisani Circuit Methodist Youth AIDS Summit (2006), and various youth camps (2007 – 2011) catering for up to 140 people.
- Jan 2006 – Dec 2008** **Pinelands Methodist Church, Cape Town**
Member of the Church Executive:
Roles and responsibilities: Governing the running of the church, setting the vision and making decisions regarding budgets, property, and personnel.
- Jan 2005 – Dec 2005** **Pinelands High School, Cape Town**
Sports Coach:
Roles and responsibilities: Coaching hockey and cricket of high school learners
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REFERENCES

Mr Tim Black

Phambili ngeThemba

Project Manager

Tel: 082 494 9932

Email: tim@reachafrica.org

Also former Youth Pastor of Pinelands Methodist Church

Mrs Linda Chonco

Phambili ngeThemba

Zanokhanyo Project Team Leader

Tel: 083 262 1290

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Mr Pierre le Roux

Western Province Hockey Union

Western Province Hockey Coach

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Mr Wayne Denne

University of Cape Town

Former UCT Hockey Coach

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