

Curriculum Vitae
Mikhaela Schroeder

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A LITTLE BIT ABOUT ME:

Although I have studied for the past few years, I have had exposure to a variety of positions that have taught me a skills that I have adopted as my own over time. I also believe that learning is an on-going process and that learning is never wasted regardless of the position.



I am a friendly and outgoing person however, I am focused when it comes to work. I am a self-starter and an independent person however, I am able to work in a team. While working in my previous positions I learnt a lot on customer service, quality control and dealing with new challenges in a timely manner.

I enjoy working with my hands on various projects but I also understand the need for admin and order to complete jobs with acceptable quality. I attempt to complete all my work as efficiently as possible and I strive to be a reliable employee. I am keen to work on new projects and assist where and when I can. If I am unfamiliar with a process or item of work, I will always do my best to learn at an acceptable pace in order to remain an asset to the business.

Working as an office assistant at Stratagem Training Services has given me some of the skills necessary to perform various administrative tasks. . Working as an experiential learner I also gained practical knowledge of not only plants but of hard work and good work ethic which I believe can be used in any position. I also spend just under a year working at CUM Books in a retail environment where my customer skills were developed. Although I am a recent university graduate, my maturity, practical experience, and eagerness to enter the work place will make me an asset to your company.

Although I have a degree in Horticulture, I do not limit myself to that, as one aspect does not define a person and I hope that you will allow me the opportunity to grow in different skill sets. Knowledge is gained in many different environments and University has taught me the discipline needed to work in any environment to the best of my ability, regardless of what it might be.

Kind regards,

Curriculum Vitae

Mikhaela Schroeder

PERSONAL DETAILS

SURNAME	:	Schroeder
FORENAMES	:	Mikhaela Kirsten
HOME ADDRESS	:	14th Avenue EDENVALE 1609
EMAIL ADDRESS	:	godeffroya@telkomsa.net
CELL NO	:	076 130 5901
ID NUMBER	:	9312200051084
DATE OF BIRTH	:	20th December 1993
GENDER	:	Female
NATIONALITY	:	South African
RACE	:	Coloured
MARITAL STATUS	:	Single
CHILDREN	:	None
DRIVERS LICENCE	:	Code 08
HOME LANGUAGE	:	English
OTHER LANGUAGES	:	Afrikaans
HEALTH	:	Excellent
HOBBIES	:	Swimming Dancing

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EDUCATION DETAILS

HIGHEST STANDARD

Completed: Baccalaureus Technologiae: Horticulture (Cum Laude) (2016)
National Diploma: Horticulture (2015)
National Senior Certificate (2011)

INSATUTIONS ATTENDED

Completed: Tshwane University of Technology
Edenvale High School

COMPUTER COURSES:

MS Word 2010/13

MS PowerPoint 2010/13

EMPLOYMENT HISTORY

COMPANY DETAILS	:	Stratagem Training Services
DATE	:	February 2016 – February 2017
POSITION HELD	:	Casual Worker
DUTIES	:	Answering phone, taking messages, typing of certificates, basic excel spreadsheets, data capturing & general adhoc duties.

COMPANY DETAILS : Booyens Nursery

DATE : January 2014 – December 2014

POSITION HELD : Experiential Learner:
Horticultural Duties: Planting, pruning, maintenance of indoor and outdoor plants, fertilizer applications, sowing of seeds & transplanting of plants.

Landscape Duties: Measuring and drawing of gardens, garden design and implementation, small scale construction work (i.e. Building walls and water features) and small irrigation construction.

COMPANY DETAILS : CUM Books

DATE : April 2012 to December 2012

POSITION HELD : Casual Worker

DUTIES : Sales, display arrangements and customer service.

REFERENCES

Dr K.V.S Garden: Stratagem Training Services
Work: 011 234 0884
Cell no: 082 441 3146
Email: keith@stratagemtraining.co.za

Prof Slabbert: Tshwane University of Technology
Work: 012 382 5302
Email: slabbertmm@tut.ac.za



Tshwane University
of Technology

We empower people

BACCALAUREUS TECHNOLOGIAE

HORTICULTURE

CUM LAUDE

Awarded to

MIKHAELA KIRSTEN SCHROEDER

213139754

1993-12-20

Having complied with the
Requirements of the Act and Statute

2016-12-15

BT38610

A handwritten signature in black ink, appearing to read 'M. Steyn'.

Vice-Chancellor and Principal
On behalf of Council and Senate

A handwritten signature in black ink, appearing to read 'M. van der Merwe'.

Registrar



Tshwane University of Technology, formerly known as Technikon North-West, Technikon Northern Gauteng or Technikon Pretoria.



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NATIONAL DIPLOMA

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1993-12-20

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2015-12-18

ND75583

Handwritten signature of the Vice-Chancellor and Principal.

Vice-Chancellor and Principal
On behalf of Council and Senate

Handwritten signature of the Registrar.

Registrar



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CERTIFICATE OF SERVICE

I, TERTIA HILLS –HR MANAGER
(name and designation of person)

of

CHRISTIAN ART / CUM BOOKS
(full name of employer)

Address: 20 SMUTS AVENUE
1939, VEREENIGING

in the RETAIL & WHOLESALE DISTRIBUTION (trade)

declare that

MS MIKHAELA SCHROEDER
(full name of employee)

with Identity number 9312200051084

was in employment

from 11 APRIL 2012 to 21 DECEMBER 2012


as a CASUAL WORKER – CUM GREENSTONE
(type of work / occupation)

any other information N/A

On termination of service this employee was earning R14.31

FORTEEN RANDS AND THIRTY ONE CENTS (amount in words)

Per Hour Per Day Per Week Per Fortnight Per Month Per Year



Employer's Signature

11/11/2013
Date