

CURRICULUM VITAE

of

KARIN E. PURGAJ**P O BOX 6316 WELTEVREDEN PARK 1715****Tel: (011) 475-0242 Cell: 084-706-1808 e-mail: purgaj@telkomsa.net****PERSONAL INFORMATION**

Date of Birth : 21 June 1962
Gender : Female
Place of birth : Johannesburg
I.D. No. : 620621 0181 08 4
Nationality : German and South African
Marital Status : Married
Children : 3 sons
Languages : English
German (Home language)
Afrikaans
Transport : Own transport, Code 08 license (no endorsements)

SUMMARY OF QUALIFICATIONS

June 2007 : **ACE TRAINING**
Customer relations, administration, dealing with children and their families, curriculum (Pre-school to graduation)

Dec. 2003 : **ACE TRAINING**

1999 – 2003 : **UNISA:**
BEd
Early Childhood Development: Foundation Phase
Relevant subjects, plus History, Zulu, English (1st language)

1986 : **SASOL:**
Effective Purchasing, Pricing and Negotiation
PUNCHLINE COMPUTER EDUCATION:
Lotus 1-2-3
Dbase III

1985 : **TOP SECRETARY TRAINING:**
Effective Decision Making,
Organization and Management,
Secretarial Excellence

1980 : **SECRETARIAL COLLEGE**

1979 : **DAMELIN CORRESPONDENCE COLLEGE**
Matric (English, Afrikaans, German, History, Intro. To criminology and ethnology)

1969 – 1978 : **DEUTSCHE SCHULE JOHANNESBURG**
Completed Std. 8

PROFESSIONAL EXPERIENCE

Jan 2012 – present

SELF-EMPLOYED

I am working on my writing skills (completed a Novel Writing Course with distinction in 2013) and have ‘published’ an e-book through Amazon’s Kindle (King of Swords by Karin Noll). I am currently writing my second novel as well as a short non-fiction book which I plan on ‘publishing’ the same way.

Jan 2010 – Dec 2011

ARROWS of DESTINEY CHRISTIAN ACADEMY

- a) Supervisor in “High School” – Gr 7 to Gr, 12 with 8, then 12 learners
- b) Supervisor in all grades, except Gr 1 with up to 27 learners, with the help of a monitor.

Jan 2004 – Dec 2009

BARACHEL CHRISTIAN ACADEMY

- a) Supervisor in Grade 1 (ABC’s) with 9 children, then it grew and when I left that Learning Centre to be a supervisor in the Grade 2-3 Learning Centre, it had 12 learners.
- b) Supervisor in Grade 2-3: when the supervisor left Barachel’s employ at short notice for financial reasons, I offered to take over the Learning Centre as it seemed a new person could learn to fill the position in Grade 1 easier than in the Gr. 2-3 Learning Centre where there were 18 children. The monitor in the centre performed all duties while I guided the new, very competent, lady for a week. I started there with the help of said monitor. This number has grown to 30 now, and I have two monitors helping me with the administrative work, reading etc.

June 2001 - June 2003

PRIVATE TUTORING

Working five mornings a week with a very challenged child, assessing needs and adjusting my programme to enable him to advance according to his unique potential.

June 1992 – Dec. 1995

CENTRAL PURCHASING HOUSE CC

Self-employed with 1 staff member

PROFMED (PTY) LTD

Part-time book-keeping

May 1989 – March 1992

DESAMARK (PTY) LTD

Administrative and accounting work done from home
for the Managing Director.

Nov. 1983 – Nov. 1988 **SASOL FERTILIZERS (PTY) LTD**
Secretarial and administrative positions

Apr. 1983 – Oct. 1983 **GERMANY**
Winding up affairs for emigration for my grandmother

Jan 1982 – March 1983 **GROSVENOR MOTORS ROSEBANK**
a) Rolls Royce – Office Management
b) Ford – Debtors Control

July 1981 – Dec. 1981 **WACKER SA (PTY) LTD**
Administrative position, mainly imports

Nov. 1980 – June 1981 **EAGLE TRADING (PTY) LTD**
Secretary to Managing Director