

Curriculum Vitae of Walter Richard Dirr

Location:

Mondeor,
Johannesburg

Contact numbers:

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E-mail address:

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Date of birth:

3 may 1987

Education:

School: German International School of Johannesburg
Address: 11 Sans Souci Road, Parktown
Postal Address: P.O. Box 91005, Auckland Park, 2006
Telephone number: 011 726 6220
Attendance: From Grade 0 up to, and including, Matric.
I wrote the Independent Examination Board (IEB) Matric.
Matriculation year: 2005

Matric Subjects:

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|-----------|--------|
| Maths | French |
| Science | German |
| Biology | |
| English | |
| Afrikaans | |

Further education:

I have completed level 1 (training & test), 2 (training) and 3 (training) of the curriculum for Motor Mechanics as prescribed by the Merseta Motor chamber.

I studied a counselling course at The Institute of Christian Psychology in 2008.

I completed a BA in Psychology and Communications at the University of South Africa (UNISA) in 2011.

I completed a counselling course at LifeLine Ekurhuleni, a provider of no-cost counselling, and was a volunteer counsellor at the organisation for a period of one year.

Strengths and skills:

I am computer literate.

I am fluent in English and German on mother tongue level.

I understand Afrikaans well and can speak it reasonably well.

I am honest and hard-working.

I am a good team player.

I am very flexible.

Hobbies:

Cars

Jogging

Psychology

Miscellaneous:

I have a reliable car and am willing to travel.

Previous work experience:

From late 2004 until the end of 2005 I worked as an assistant at a Yankees fast food outlet. My responsibilities included serving customers, operating the till, instructing staff in the kitchen, making and receiving orders of various stocks, and making sure the shop was running well in the absence of management.

From January 2006 until the beginning of July 2008 I worked as an apprentice motor mechanic in the workshop of Porsche Centre Johannesburg.

From August 2008 until October 2008 I was employed as a sales agent at Calls United, a German call centre in Cape Town. It was my duty to sell products to clients in Germany as instructed by the company.

From October 2008 until July 2012 I worked at Private Safaris, an inbound tour operator, in the position of Airport Representative. This was primarily a customer services position. My duties consisted of meeting international tourists at Cape Town Airport, assisting them with the changing of money, picking up of rental cars and anything else they required, as well as handing them travel documents which my colleagues or me had prepared beforehand. Further duties of mine were to sell tours and constantly carry a phone, on which the clients could reach me at any time of day or night should they wish to book an excursion, amend their travel arrangements or have any queries or problems. I was also involved in behind-the-scenes logistics.

At the end of January 2009 I was transferred to Johannesburg, where I was active in the same position, with the difference that the Johannesburg office was a satellite office with only me and (initially) one other person working there. Here, I additionally took care of ensuring that the office operated smoothly (internet connection, stationary, etc). The position also involved a fair amount of problem solving (logistics, guest-emergencies, last-minute flight changes, lost-luggage etc.) and various ad hoc duties such as conducting site inspections at hotels and visiting guests when necessary.

For the last part of 2012 I worked at ACT Projects, an engineering company in the mining industry. There was very, very little work to do. A combination of boredom, an apparent lack of prospects as well as other issues led me to look for other employment.

From the latter part of December 2012 until the latter part of May 2013 I worked at Lingua-World Johannesburg, where I translated texts from German into English and did proofreading. From January 2013 onwards, I was the team leader for the team of German-English translators.

From August 2013 until January 2014 I worked as a part-time therapist at LUC Academy, a school for children diagnosed on the Autism Spectrum or with other developmental disabilities. I was involved in one-on-one sessions with various children as well as group activities in which we engaged in therapeutic interventions. I left LUC Academy due to financial and time-related reasons when I was offered a full-time position at Education First.

Since the second part of 2013, I have been working at Education First, an online English school. I was a part-time teacher for a while and conducted online English group lessons. I was then offered a full-time position in Customer Relations. I have been in this position since February 2014. Here I support customers from the German market with technical and service issues.

References:

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|-------------------|------------------------------------|-------------------|
| Basil Eleftheriou | (Manager at Yankees): | 072 202 7574 |
| Phillip Erasmus | (long-time journeyman at Porsche): | 082 338 3927 |
| Gerrit Knoetze | (Workshop Foreman at Porsche): | 011 540 5000 |
| Lydia Heidsiek | (Team Leader at Calls United): | NA-Company closed |
| Natasha Lambert | (HR Manager at Private Safaris): | 021 528 2200 |
| Esa Kaitano | (General Manager at Lingua-World): | 0817474974 |
| Patricia Kekana | (LifeLine Ekurhuleni): | 011 421 0384 |
| Renaldo Olivier | (Co-owner LUC Academy): | 0824986862 |

