

# **Nadine Grobler**

## **Curriculum Vitae**

To whom it may concern,

### **RE: Application for Employment**

After the completion of my studies at the University of the Free State I have entered the world of work within the Recruitment Industry. The recruitment industry has exposed me a wide variety of personality types, various industries and it has taught me a lot about the extent of differences in the world of work. I have a keen interest in the world of Psychometrics, Facilitation, Human Resources and Recruitment, as I find that it strongly compliments my natural aptitudes, my personality as well as my education history.

I live by the motto that success can only be achieved with hard work and determination, thus I base all my future goals/plans on the notion that it must improve myself as an individual and as well as an employee. I believe my strengths, abilities and skills ensure a well-suited job-person-fit for the position

I pride myself on values such as integrity, performance and teamwork. Furthermore I consider myself to be extremely reliable, responsible and hardworking. My academic career and my eagerness to work from a young age reflects how these values form the core of my work ethic. I am an independent and professional individual whom is very comfortable to work alone or within a group setting. As I am ambitious and eager to prove myself in the Human Resource field, I am willing to go above and beyond for your company, for example relocate, travel etc.

I have enclosed my CV to support my application. I sincerely wish to be short listed for an interview as I would appreciate the opportunity to speak with you personally or via telephone to discuss the next step of the process.

Thank you for considering my application. I look forward to hearing from you.

Yours Sincerely,  
Nadine Grobler

**PERSONAL INFORMATION:**

RESIDENTIAL ADDRESS : Steven Street 16  
Universitas  
Bloemfontein  
9321

NATIONALITY : South African  
ID : 9109220100085  
AGE : 23  
GENDER : Female  
DRIVER'S LICENCE : Yes  
CAR AVAILABLE FOR WORK : Yes  
HOME LANGUAGE : Afrikaans – Excellent  
OTHER LANGUAGES : English – Excellent  
HEALTH : Excellent  
NOTICE PERIOD : 4 Weeks  
CURRENT SALARY / MOST RECENT : R 13 000.00 per Month  
CURRENT BENEFITS : None  
SALARY EXPECTATION : R 10 000.00 – R 14 000 per Month  
CONTACT DETAILS : 071 1515 202  
E-MAIL ADDRESS : nadinegrobler22@gmail.com  
WILLING TO RELOCATE : Yes  
WILLING TO RELOCATE TO THE FOLLOWING : Gauteng, Free State  
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**QUALIFICATIONS SUMMARY**

QUALIFICATION	INSTITUTION	Year Started to Completed
B.Psychometrics	University of the Free State	2014
B.Com (Hons) Industrial Psychology	University of the Free State	2014
B.Com Human Resource Management	University of the Free State	2011 - 2013
Grade 12	Ficksburg High School	2006 - 2010

**WORK HISTORY SUMMARY**

NAME OF COMPANY	LAST POSITION HELD	DATES OF EMPLOYMENT
KELLY (Contract Position)	Recruiter/Administrator	Mar 2015 to Sept 2015
Psychometric Intern (Learnership)	University of the Free State	Feb 2014 to Dec 2014
Winskoop Meubles (Family Business)	Stores Clerk/Cashier (Seasonal Worker)	Jan 2008 to Jan 2015
Lemon Cottage Coffee Shop (During High School)	Stores Clerk/ Waitress (Seasonal Worker)	Jan 2007 to Nov 2008

## COMPUTER LITERACY

MS Excel, MS Outlook, MS Power Point, MS Word, RMS System, Internet, RMS (intermediate), Sage VIP Payroll (Beginner)

## QUALIFICATIONS

### MATRIC SUBJECTS:

English: Second Language,  
Afrikaans: First Language, Mathematics,  
Mathematics 3, Computer Application Technology  
Life Orientation, Consumer  
Studies, Life Sciences, Physical Science

### INSTITUTION

Ficksburg High School

### COMPLETED

2010

### TERTIARY EDUCATION DESCRIPTION:

B.Com (Hons) Industrial Psychology

### INSTITUTION

The University of the Free  
State

### COMPLETED

2014

B.Psychometrics

The University of the Free  
State

2014

B.Com Human Resource Management

University of the Free State

2011 - 2013

### MEMBERSHIPS:

Psychometrics: Independent Practise

### INSTITUTION

Health Professional Council of  
South Africa

Registration is  
Pending

Academic Achiever

Golden Key International  
Honour Society

2015

### COMMUNITY INVOLVMENT PROJECTS:

Sharing is Caring Project

### INSTITUTION

University of the Free State:  
Psychology Student  
Association

### COMPLETED

2011

Study Buddy Facilitation  
Outreach Program (Grade 10)

University of the Free State:  
Community Psychology  
Department

2014

### ADDITIONAL COURES/ WORKSHOPS:

Sage VIP Payroll Workshop  
(Basic Training)

### INSTITUTION

ITEC

### COMPLETED

2015

Cognitive Process Profile (CPP)  
(Basic Training)

University of the Free State:  
Department of Industrial  
Psychology

2014

**CURRENT COMPANY: KELLY**

NAME OF COMPANY	:	KELLY
NATURE OF BUSINESS	:	Human Resources & Recruitment
LOCATION OF COMPANY	:	Bloemfontein
LAST POSITION HELD	:	Recruiter and Administrator: Contract Position
PERIOD OF EMPLOYMENT	:	FROM: Mar 2015 TO: Sept 2015
SALARY	:	R13 000.00 per Month
REASON FOR LEAVING	:	Contract Expired – was not renewed due to restructuring of the company

**JOB DESCRIPTION AND DUTIES:**

- Provide an efficient and professional recruitment service to Kelly Operations
- Schedule and conduct client visits with new, potential and existing clients
- Obtain comprehensive and detailed terms of employment, such as job descriptions and minimum requirements
- Writing and publishing vacant position advertisements on various cyber platforms and career portals such as Facebook, Pnet and Careers24
- Liaise and network with Branches in order to fill assignments and refer candidates
- Handle various enquiries and responses from candidates via e-mail, in person or telephonic
- General customer service and assist walk-in clients with general enquiries and CV constructions
- Schedule and conduct screening interviews (telephonically or in-person) with suitable candidates, in order to discuss their CV's, career prospects, suitability for positions etc.
- Conduct reference checks of candidates
- General administrative tasks required by the Permanent Placement Team such as faxing, scanning, e-mailing etc.
- Sourcing of high calibre individuals through networking, various career portals such as Pnet, Careers24, Executive Placements, LinkedIn, Facebook and RMS
- Scanning of applications CV to identify viable candidates for positions
- Matching of individuals' competencies, skills, working history etc. with the requirements and job description provided by the Client.
- Facilitate and oversee applicant's registration process with Kelly
- Data-capturing, updating and maintaining of candidate's personal profiles, CV content and reference results, in order to generate and construct Kelly Standardised CV's.
- Act as receptionist when needed – operating the switchboard, assisting candidates with completing documentations, handle telephonic enquiries etc.
- Compile weekly intra-branch vacancy lists
- Build and maintain own data-base of candidates on RMS
- Act as support to the Permanent Placement Team in any means necessary.
- Tele sales and cold-calling

**PREVIOUS COMPANY: BUSINESS SCHOOL AT THE UOFS**

NAME OF COMPANY	:	University of the Free State: Business School / Department of Industrial Psychology
NATURE OF BUSINESS	:	Education
LOCATION OF COMPANY	:	Bloemfontein
LAST POSITION HELD	:	Psychometric Intern
SALARY	:	None (Learnership)
PERIOD OF EMPLOYMENT	:	FROM: Jan 2014 TO: Dec 2014
REASON FOR LEAVING	:	Internship was concluded

**JOB DESCRIPTION AND DUTIES:**

- Administration and scoring of Psychometric assessments (under supervision)
- Handle general enquiries of testees' as well as provide explanations of the rationale of the different types of assessments, in order to reduce anxiety and resistance
- Assist testees' understand the selected measures/batteries, as well as relevant instructions
- Preparation of testing locations and battery packages
- Take effective steps to ensure standardisation of measures
- General administrative tasks relevant to completing the various scoring profiles etc. (copying of documents, data-capturing, filing, general organization of files, generating reports relevant to assessments etc.)
- Creation of templates, graphic illustrations of psychometric results
- Keeping time of specific speed psychometric assessments
- Compilation of reports (under instruction and supervision)
- The Internship was centralised on the selection process of MBA and BMI candidates at the business school. Candidates was exposed to the following assessments:
  - CPP - Cognitive Process Profile
  - MBTI - Myers Briggs Type Indicator
  - Leadership Questionnaire
  - Work Conviction Questionnaire
  - OPQ - Organizational Personality Questionnaire
  - SHL Talent Measurement Inventory (Verbal, and Numerical)

Psychometric Assessments for which training has been provided:

- 16 Personality Factor Questionnaire (16PF)
- 19 Field Interest Inventory
- Belbin Team Roles
- Differential Aptitude Test (DAT)
- Jung Personality Questionnaire (JPQ)
- Maslach's Burnout Inventory (MBI)
- Myers Briggs Type Indicator (MBTI)
- Organizational Personality Questionnaire (OPQ)
- Self-Directed Search Questionnaire (SDS)
- Workshop of Cognitive Process Profile (CPP) was provided

**PREVIOUS POSITION: WINSKOOP MEUBLES**

NAME OF COMPANY	:	Winskoop Meubles (Family Business)
NATURE OF BUSINESS	:	School Wear and Retail
LOCATION OF COMPANY	:	Ficksburg
LAST POSITION HELD	:	Cashier/ Stores Clerk (Seasonal Worker)
SALARY	:	R 100 per Day
PERIOD OF EMPLOYMENT	:	FROM: Jan 2008 TO: Jan 2015
REASON FOR LEAVING	:	Seasonal Work

**JOB DESCRIPTION AND DUTIES:**

- Act as till operator – handling of financial transactions, in cash or card transactions
- Stock taking: receiving, checking and packing of stock within the store
- Over the counter sales
- Assist clients with purchase orders and other related issues relating to customer service
- Assist with product research and pricing of products
- Act as courier when needed – pick-up and delivery of merchandise
- Photocopies, scanning, faxing and CV construction for clients
- Opening and closing of store
- Cash-ups, calculation of float and general banking
- Any other duty needed

**PREVIOUS COMPANY: POSITION: LEMON COTTAGE COFFEE SHOP**

NAME OF COMPANY	:	Lemon Cottage Coffee Shop
NATURE OF BUSINESS	:	Services
LOCATION OF COMPANY	:	Ficksburg
LAST POSITION HELD	:	Stores Clerk/ Cashier
SALARY	:	R 7.00 per Hour, Tips, Commission
PERIOD OF EMPLOYMENT	:	FROM: Jan 2014 TO: Dec 2014
REASON FOR LEAVING	:	Internship was concluded

**JOB DESCRIPTION AND DUTIES:**

- Act as waitress – taking orders, showing customers to their tables, serving food
- Preparation of beverages
- General customer service
- Ensure overall cleanliness of working and hosting environment
- Till operation – handle financial transactions in cash or card
- Calculation of Bills, tips, etc.
- Creation of Hand Crafts and Novelty items
- Stock taking, display arrangements and pricing
- Buying of produce when needed for the Kitchen
- Staff Management

Please note: All Supporting Documentation Can Be Provided On Request.

**REFERENCES:**

Company: KELLY  
Name: Elmarie Wiesner (Branch Manager)  
Contact: 071 606 6021

Company: KELLY  
Name: Lee-Ann O'Neill (Perm Consultant)  
Contact: 082 401 0220

Company: University of the Free State: Department of Industrial Psychology  
Name: Dr Loura Griessel (Lecturer, Psychometrist)  
Contact: 051 401 2942

Company: University of the Free State: Business School)  
Name: Prof Tina Kotze (Supervisor)  
Contact: 083 704 0848

Company: Winskoop Meubles (Family Business)  
Name: Renee Grobler (Owner, Manager)  
Contact: 051 933 2796