



Melanie
Badenhorst

PERSONAL DETAILS

Date of Birth: 11 December 1972
 Languages: English (Excellent); Afrikaans (Fair)
 Years Experience: 32 years
 Countries worked in: South Africa

CONTACT INFO

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ACADEMIC BACKGROUND

- Introduction into Digital Marketing, DSM, South Africa, 2021
- Human Resources Management, Damelin, South Africa, 2020
- Adobe Illustrator, Damelin, South Africa, 2019
- Microsoft Office Suite 2013 (refresher courses), South Africa, 2016
- ArcGIS 10 software (skilled in GIS for mapping – level 1), ESRI, South Africa, 2012
- Adobe Photoshop CC2015/6.0, South Africa, 2012
- Microsoft Frontpage/Visio/CoralDraw, South Africa, 2005
- Desktop Publishing – Hirt and Carter, South Africa, 2002
- Survey Course (3 year)- (NGI: Dept Rural Development previously Department of Land Affairs), South Africa, 1994
- National Senior Certificate, South Africa, 1990

FIELD OF SPECIALISATION

Melanie Badenhorst is a Project Leader's Assistant and Senior Operations administrator at PDG and has been part of PDG for the past 20 years. She supports management and consultants with project administration support. Operations, Marketing and HR portfolios also form part of her duties. Prior to this she had been working within government in the secretarial field for a period of about 6 years.

WORK EXPERIENCE

Mar 02 – present

PDG, Cape Town, South Africa

PLA and Senior Operations Administrator

Jan 91 – Feb 02

Dept: National Geospatial Information (NGI), Cape Town, South Africa

Survey Officer and who became Secretary to Director

KEY RESPONSIBILITIES

Project leader support:

- Proposal development – Full tender process from sourcing through to administration and submission
- Project administration (project setups, maintenance and closures, subconsultant invoicing, specific type of client invoicing wrt timesheets and schedules)
- Technical project support –Excel spreadsheets/PowerPoint presentations and graphic support, data research and capture, formatting of reports
- General administration – dealing with couriers, switchboard duties, adhoc assistance with travel arrangements
- Showcases weekly - coordination and implementation

Operations support:

- Monitor monthly staff time entries to feed into Operations report
- Generate management operations reports regarding project status, consultant performance and resource planning, invoicing projections for monthly meetings
- Prepare analysis reports for Year End reporting as well as for the purpose of forming part of consultants appraisals and Stratplan sessions

Marketing:

- Update and maintain company website
- Produce marketing materials in the way of promotional project summaries etc for website with Photoshop and Illustrator
- Maintaining and updating company report templates, company profiles and consultant CVs

HR:

- Assistance in administration of recruitment (scanning of incoming CVs, shortlisting candidate, setting up of interviews, coordinate recruitment process and interviews)
- Preparation of induction processes for newly appointed candidate (including scheduling a 2 week induction calendar)
- Coordinate climate surveys quarterly, appraisals

- Coordinate and submit SDL and SETA submissions
- Leave recording