

Curriculum vitae

Anelisa Makhosonke

1. PERSONAL DETAILS

Nationality : South African
Race : African
Gender : Female
Driver's license : Yes (code 08)
Home language : IsiXhosa
Willing to travel and work extra hours : Yes

2. EDUCATION DETAILS

SECONDARY

High school name : Olivet College Private School
Highest grade passed : Grade 12
Year passed : 2007

TERTIARY

Institution attended : Cape Peninsula University of Technology
Years attended : **From:** 2009 **to:** 2012
Highest qualification attained : BTech in Environmental Management

3. PROFESSIONAL/SHORT COURSES/OCCUPATION SPECIFIC TRAINING

	YEAR COMPLETE D	INSTITUTION	DURATION	COURSE NAME
1	2015	WESSA	> 1 week	Understanding Environmental Impact Assessment
2	2015	NCC	> 1 week	Project Management
3	2015	Safe Tech	> 1 week	Fire Fighting
4	2015	Safe Tech	> 1 week	First Aid

4. EXPERIENCE AND WORK HISTORY

Company	Department of Agriculture , Forestry and Fisheries
Location	Port Elizabeth
Period employed	from: 31/1/2013 to: 31/1/2014
Position	Marine Conservation Inspector (Internship)
Reason for leaving	Contract ended

SPECIFIC TASKS AND DUTIES

- Implement and enforce provisions of the Marine Living Resources Act, regulations and other environmental acts
- Participate in special operations to prevent illegal harvest and trade of marine products and safeguard endangered species
- Conduct Inspections at fish processing facilities, restaurants, fish shops and ports of entry
- Conduct sea, coastal, aerial and land patrols to prevent illegal harvesting of marine resources
- Institute criminal proceedings against offenders and issue written notices to appear in court and give evidence
- Conduct searches on suspected people and premises, confiscate all illegal marine resources found in them
- Conduct investigations on cases and transgressions under MLRA, 18/ 1998
- Conduct investigations pertaining to commercial rights and permit holders and react on the information or complaints received
- Inspect fishing vessel landings, monitor quotas and conduct data capturing of landings
- Complete documents pertaining to criminal cases , opening case dockets, writing all necessary documents and issuing fines
- Liaising with public and fishing industry
- Record transgressions and keep inspections records
- Conduct environmental awareness and education to fishing and coastal communities and hand out educational brochures and information
- Conducting coastal patrols and harbour patrols as a method that assists in the delivery of Fisheries management programs designed to protect marine environments and checking validity of fishing permits
- Investigating and receiving public complaints
- Inspect recreational/ subsistence marine fishers' permits and catches
- Perform administrative related functions
- Assist in compiling monthly reports and monthly plans

Company SANCCOB
Location Cape Town
Period employed **from:** 09/2014 **to:** 09/2015
Position Environmental Education intern

SPECIFIC TASKS AND DUTIES

- Identify disadvantaged communities and implement educational programs
- Develop lesson plans and educational materials for environmental events such as biodiversity week, marine week, arbor week etc.
- Conduct career exhibitions in schools and attend career expos
- Identify and form partnership with key stakeholders
- Implement projects in terms of project plan
- Provide inputs for budget plans and prepare expenditure reports
- Coordinate logistical arrangements for environmental education projects
- Travel to disadvantaged areas to implement exciting environmental education projects
- Conduct outreach programs and develop lesson plans
- Work with learners who are disabled, chronically ill and learners with special needs

Company National Zoological Gardens of South Africa
Location Pretoria
Period employed **from:** 08/2011 **to:** 08/2011
Position Environmental Education volunteer

SPECIFIC TASKS AND DUTIES

- Interacting with visitors by providing them information about environment and conservation in the form of presenting talks
- Teach learners of all ages as well as teachers about biodiversity and conservation
- Take school groups to zoo aquarium and teach them about rocky shores to promote understanding of ecosystems
- Conduct career expos in schools and universities
- Develop lesson plans and educational materials

Company	Anchor Environmental		
Location	Cape Town		
Period employed	from: 09/2015	to:	present
Position	Lab Assistant		

SPECIFIC TASKS AND DUTIES

- Assist with sorting, identification and filing of invertebrate samples
- Data entry and reporting
- Help in maintaining cleanliness and safety in the laboratory
- Assisting with the processing and analysis of sediment and water samples
- Assisting with sample collection in the field
- Contributing to various duties required for the smooth running of the lab and company when required

5. JOB-SPECIFIC SKILLS

- Computer literacy in Microsoft Office software
- Good communication skills (verbal and written)
- Conflict resolution skills
- Knowledge and understanding of Marine Resources Act 18 of 1998
- Experience in managing environmental education projects
- Experience in conducting environmental awareness campaigns
- Experience in conducting career awareness campaigns
- Experience in stakeholder engagement
- Ability to work well independently and within a team
- Ability to work under pressure
- Knowledge and understanding of environmental legislations
- Strong organizing skills
- Exposure to patrolling and inspection

6. REFERENCES

On request