

# Abridged Curriculum Vitae for Julie Hill

## Studies undertaken

Marks Processing – December 2013	UCT
The Voice Clinic – February 2006	Communications skills
PeopleSoft – 2006	Woolworths In-house Training
Personal Leadership (PLP) – June 2003	Woolworths
Night Merchant Programme – May 2003	Woolworths
Merchant Programme	Woolworths
Damelin – 2001	Personnel and Training Management (Dip.)
New Horizon – August 2001	Access 2000
Dakota Computer Training – 1999	Oracle & Delphi (database management)
Damelin – March 1996	Sales and Marketing Management (MMI)

## Employment History

<b>Anchor Environmental Consultants</b>	<b>April 2014 (current)</b> Office Manager & Personal Assistant to 2 Directors
<b>University of Cape Town (UCT)</b>	<b>May 2013 – April 2014</b> Senior Secretary – Faculty of Health Sciences
<b>Old Mutual Property (OMP)</b>	<b>March – May 2013 (short term contract)</b> PA to HR Executive & Chief Operations Officer (COO)
<b>African Monitor - NGO (Not for profit organization)</b>	<b>April – October 2012 (insufficient funding)</b> PA to Chief Executive Officer
<b>Parliament of South Africa Africa Desk :</b>	<b>August 2010 – June 2011 (contract position)</b> International Relations Assistant
<b>Anglican Aids and Healthcare Trust (AAHT) – NGO</b>	<b>January 2010 – August 2010 (insufficient funding)</b> PA to Chief Executive Officer
<b>Parliament of South Africa</b>	<b>November 2008 – October 2009 (contract position)</b> Executive Assistant: International Relations
<b>Woolworths (Head Office)</b>	<b>September 2007 – October 2008 (contract position)</b> PA to Head of HR - BEE/CSI Administrator
<b>Amdec Property Development</b>	<b>January – August 2007</b> HR Manager
<b>CitiBank Investment Banking</b>	<b>June – December 2006</b> Office Manager
<b>Woolworths (Head Office)</b>	<b>May 2005 – June 2006</b> Human Resource Assistant
<b>Woolworths (Head Office)</b>	<b>December 2002 – April 2005 (role change)</b> PA to Head of HR: Corporate Services / Finance
<b>Triple Trust Organisation (NGO)</b>	<b>November 1993 – November 2002 (redundancy)</b> Marketing Assistant / Human Resource Officer

*A comprehensive version of this CV is available on request*