

# Monique Kruger

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## Curriculum Vitae

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### **Personal Details:**

Email: [mon.kruger@gmail.com](mailto:mon.kruger@gmail.com)  
Cell Number: 076 500 2283

Date of Birth: 3 April 1987

Nationality: South African  
Languages: English (home language) and Afrikaans (matric level)

Marital Status: Unmarried  
Gender: Female  
Health: Excellent

Driving license: Code B

### **Education:**

#### **Higher Education:**

Last school attended: Victoria Girls' High School, Grahamstown (2000 – 2005)  
Highest grade passed: Grade 12 (Matric) Senior Certificate

Subjects: English (1<sup>st</sup> language higher grade), Afrikaans (2<sup>nd</sup> language higher grade), Mathematics (HG), Physical Science (HG), Accounting (HG), Art Practical and Theory (HG)

Achievements: Interact Society President (2005), Grade 10 Dance Committee (2008), Matric Banquet Committee (2004)

### **Tertiary Education:**

University: Rhodes University, South Africa  
Degree obtained: Bachelor of Social Sciences (2008)  
Majoring in Management and Industrial Sociology

#### **Year of Study:**

3 year course

##### **1<sup>st</sup> (BCom)**

Management 1, Sociology 1, Accounting 1,  
Economics 1, Theory of Finance, Statistics 1D

##### **2<sup>nd</sup> (BSS)**

Management: 211 (Human Resources), 212  
(Production Management), 213 (Marketing), 214  
(Financial Management)  
Industrial and Economic Sociology 2  
Commercial Law 101

##### **3<sup>rd</sup> (BSS)**

Management: 311 (Human Resources), 312  
(Strategic Management), 313 (Marketing B), 314  
(Financial Management)  
Industrial and Economic Sociology 3  
Sound Technology 1

**SIT TESOL short course** teaching English as a foreign language  
**NMMU**  
4 weeks

### **Employment History:** (most recent first)

**November 2009 – December 2009**

#### **Property Shop**

**Owner:** Jeff Horner  
082 940 1418

**Supervisor:** Tienieke Coetzee  
084 873 9032

**Position:** Office Assistant

#### **Outline of Responsibilities:**

- General office administration
- Answering telephone calls

- Liaising and dealing with clients
- Setting up of appointments
- Marketing available properties to rent

**August 2009 – October 2009**      **Idwala Game Lodge**  
**General Manager:** Morgan Trauernicht  
083 267 4336

**Position:** Lodge Coordinator

**Outline of Responsibilities:**

- Hosting
- Overseeing junior staff
- Relief chef when the chef is on leave
- Maintaining Idwala standards of practice

**January 2009 – May 2009**      **The Royal St. Andrews Lodge (Highlander  
Pub & Restaurant)**  
**Manager:** Warwick Steane    083 280 4525

**Position:**    Waitress

**Outline of Responsibilities:**

- Prepare for the shift: wrap cutlery, prepare the condiments, ensure all eating areas are clean and up to the required standard
- Meet and greet guests, seat guests and serve guests.
- Handling of own float and cash paid by customers.
- Serving food and alcoholic beverages to customers.
- Ensuring customer satisfaction.
- Individual cash up.

**2006 – 2009**      **Albany Gentleman's Club**  
**Manager:** Robert White    082 770 8572

**Position:**    Bartender  
Part-time Chef

**Outline of Responsibilities**

### Bartender:

- Serving of alcoholic beverages to customers
- Knowledge on how to utilize the computer-till system
- Receipting of membership fees
- Training new bar staff
- Was chosen to stand in for the manager while he was away and was therefore in charge of ensuring that everything ran smoothly, cashing up, letting the cleaning and kitchen staff in every morning, replenishing stock and dealing with any problems that may arise.

### Part-time Chef

- Catering for functions
- Working to a budget
- Creative freedom in menu designs for most functions
- Headed the kitchen for the Standard Bank National Arts' Festival in 2007 and 2008 when the Albany Club's doors are open all day and night to members of the public
  - In charge of ensuring food served is of good quality and served on time
  - Designing and cooking the daily specials
  - Stock control for the kitchen

**2006 – 2008**

**Employer:** Corinne Cooper 083 409 5576

**Position:** Disc Jockey (DJ)

Licensed under Corinne Cooper, who provides sound equipment, for hire to work as a DJ for any functions that require music such as birthday parties, weddings or any special events.

### Outline of Responsibilities

- Ensuring that I am aware of what genre of music is wanted
- Reading the crowd
- Knowledge and use of sound equipment such as graphic equalizers, microphones, amplifiers and mixing desks
- Broad knowledge of music
- Playing music at social events

**Decembers 2005-2008**

**Jeremiah's Bar, Kenton-on-Sea**

**Employer:** John Wooten 083 719 7925

**Position:** Disc Jockey (DJ)

### Outline of Responsibilities

- Playing music for the December holiday period
- Responsibility to read the crowd and ensure that a satisfactory atmosphere is maintained
- Have DJ'd on New Years Eve for the last three years where there have been between 1000 and 2000 people attending the event.

**December 2004 – January 2005**

**Jeremiah's Bar, Kenton-on-Sea**

**Employer: John Wooten 083 719 7925**

**Position:** Doorlady

**Outline of Responsibilities**

- Collection of cover charge from customers
- Checking of identification to ensure no admittance of minors
- Handling of large sums of money

**2002 – 2008**

**Employer: Cheryl Moss 082 773 3984**

**Position:** Waitress

A catering and events management company covering Grahamstown and surrounding areas.

**Outline of Responsibilities:**

- Seating of guests
- Plating and serving meals
- Ensuring guests are comfortable and happy
- Head waitress at times: ensuring all other waitrons stay inline.

**Technical Skills:**

<b>Skill</b>	<b>Last Used</b>	<b>Years experience</b>	<b>Proficiency</b>
Microsoft Word	Current	6	Expert
Microsoft PowerPoint	Current	4	Advanced
Microsoft Excel	2006	2	Good
Touch Typing	Current	7	Advanced

**Hobbies:**

Reading; cooking; organizing dinner parties, birthday parties; squash (socially), and spending time with friends and family.

**References:**

**Character Reference:**

**Tieneke Coetzee**

084 873 9032

Supervisor

Property Shop

**Trevor Amos**

082 809 9132

Senior Lecturer

Management Department

Rhodes University

046 603 8111 (Office hours)

**Robert White**

082 770 8572

Former Employer

Albany Gentleman's Club

Grahamstown