

**N.B. – FICTIONAL EXAMPLE****CONFIDENTIAL PORTFOLIO****Mary Bloggs (Ms)**

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DRIVERS LICENCE: Code EB  
NATIONALITY: South African

**EDUCATIONAL BACKGROUND**

**HIGHEST QUALIFICATION OBTAINED:** Bachelor of Science Degree  
(Mechanical Engineering)

**DATES FROM:** February 1996 to December 1999

**INSTITUTION:** University of Witwatersrand

**PROFESSIONAL REGISTRATION:** Mechanical Engineer  
(Engineering Council of South Africa)  
Registration No. EC 2345678

**DATE OBTAINED:** 2002

**CURRENT STUDIES:** Masters in Business Administration  
(second year of 2-year course)

**INSTITUTION:** University Of South Africa

**RELEVANT COURSES ATTENDED:**

1. Advanced Project Management  
February 2000 (3 weeks)  
UNISA
2. Contract and Legal Principles  
May 2001 (1 week)  
Green and Levine Attorneys

## **CAREER RESUME**

### **Current Employment**

**ORGANISATION:** Arragon Aluminium Smelter (Pty) Ltd. (a subsidiary Company within the White House Group)

**BRANCH:** Pretoria, Gauteng

**NATURE OF BUSINESS:** Design, installation and commissioning of projects involving alloys, LTV machines and liquid metals, among others

**POSITION:** Project Coordinator

**REPORTS TO:** Engineering Services Manager

**DATES:** January 2000 to present

### **BRIEF JOB DESCRIPTION:**

#### Management of the following Programmes and Projects:

- Alloy Bunker Project: specification, design, installation and commissioning
- LTV Modification to enable mould transfers
- Vibrators and Scrubbers Project: control of the instrumentation and automotive parts of the project
- Assistance and support on various other projects

#### Other:

- Formal graduate Mentorship programme (for professional registration)
- Delivering knowledge sharing seminars to all interested staff

### **Previous Employment (detail in date order – as above)**

- 1.
- 2.
- 3.

### **REFERENCES**

1. Name	Contact Number(s)	Company	Job Title
2. Name	Contact Number(s)	Company	Job Title
3. Name	Contact Number(s)	Company	Job Title