

## PERSONAL DETAILS

Date of Birth: 9 April 1983  
Gender: Male  
Nationality: South African  
Marital Status: Single  
Languages: English, Afrikaans



## EXECUTIVE SUMMARY

- Degree: Bachelor of Business Science in Management Studies (Computer Science Stream) from University of Cape Town.
- Currently studying (part-time), doing a Postgraduate Diploma in Information Systems (the Enterprise Systems and Business Process Management stream).
- Current position: sole proprietor of Genesis Computer Solutions, which has been operating since 1998. Provide a wide range of services. Latest work has included consulting for a medical practice, advising on and helping with management, legal and IT issues, with a particular focus on debt collection; designing a custom management application for an NGO; and designing and implementing custom Websites that also provide management services for two hockey clubs and a hockey union.
- Worked as an Analyst Developer at Open Box software. Primary work was the development and maintenance of custom financial software and reporting systems, but also was a primary author of several major documents, as well as several articles for an international magazine.
- Treasurer of Pinelands Hockey Club. Also team captain and in charge of the club's Website. Won an award in 2009 and 2010 for my administrative work.
- Held several positions over many years at Varsity Newspaper. Dealt with suppliers, managed finances and co-ordinated a team to tight deadlines.

## COMPETENCIES

General skills:

- Entrepreneurship
- Leadership
- Project Management
- Social Responsibility
- Software Documentation
- Database Analysis and Reporting
- Programming

Technologies

- Microsoft technologies (.NET – C#, VB.NET, LINQ; IIS; SQL Server).
- WAMP/LAMP – Windows/Linux, Apache, MySQL, PHP.
- Softline Pastel (accounting software).
- Health Focus (medical practice management software).
- Microsoft Office (Word, Excel, PowerPoint).
- Graphics and DTP applications (QuarkXPress; Adobe Photoshop, Illustrator, InDesign).

## CLIENTS AND EXPERIENCE

Open Box Software, Dr Denise Kotzé Inc., Phambili ngeThemba, Pinelands Hockey Club, Constantiaberg Hockey Club, Western Province Hockey Union, Varsity Newspaper (UCT)

## WORK EXPERIENCE

Sept. 2009 –

Major work:

### Self-employed (Genesis Computer Solutions)

- Consulting for Dr Denise Kotzé Inc., offering advice on and helping with management, legal and IT issues. The two primary areas of focus are process improvement and dealing with bad debt. Wrote custom Web application for the daily processing of bank statements and managing EFTs efficiently.
- Design, programming and implementation of a database-driven management Web application for Phambili ngeThemba. This involved working with the organisation to analyse its requirements and customising the application to meet them.
- Work on the Websites / Web applications below, each designed to be a management tool and a communication device.
  - Each project involved consulting with members of the organisation to determine their needs and problems, and then working with them to decide how the site / application can best assist them.
  - I was responsible for all programming, graphic design and database work for each project.
  - The sites:
    - Pinelands Hockey Club (pinelandshockey.co.za).
    - Constantiaberg Hockey Club (conberghockey.co.za).
    - Western Province Hockey Union (wphockey.org.za).

Mar. 2008 – Aug. 2009

### Open Box Software, Cape Town Analyst Developer

Duties:

Design and development of custom technical solutions for offshore clients using a variety of technologies.

Skills acquired:

Knowledge of Microsoft .NET (including C#, VB.NET and LINQ), Microsoft SQL Server, Microsoft IIS, Microsoft SharePoint and Intuit MRI. Experience producing specification documentation.

Major work:

Enhancements and bug-fixing for client custom financial applications, internal applications, and custom reports for Intuit MRI (property management system). Internal SharePoint customisation and development projects (acted as project manager for one project). Multiple deployments of client applications in overseas testing and live environments. Sole developer of custom management dashboard application, including being a major author of the functional specification. Primary author of a major application deployment checklist for a group of client applications. Participated in a select team responsible for writing articles for RealcommEDGE Magazine (focuses on commercial real estate IT). Mentoring of two vacation workers (both university students).

Reason(s) for leaving:

I was moved into a different position because the company needed me there. However, it was not my passion and after several months of work I decided to leave.

2001 – 2006

### Dr Denise Kotzé Inc. Receptionist (part-time until 2006)

Duties:

Secretarial duties, dealing with account payments and entering confidential patient information into Health Focus.

Skills acquired:

Knowledge: Health Focus and accounting procedures; people skills.

**1998 – Genesis Computer Solutions (GCS)  
Owner / Sole Proprietor**

Company profile: Service and maintenance of home and company computer systems (hardware and software purchases, maintenance and troubleshooting). GCS is a registered dealer with various computer component suppliers. GCS has an established clientele of some duration.

Duties: Sole responsibility for all the business aspects of the company.

Skills acquired: Knowledge: People skills required to manage SME clients and suppliers; hardware and software profiles required in building and trouble-shooting computers; creating and maintaining cabled networks; accounting, financial and operations management practices.

## OTHER EXPERIENCE

**2009 – Pinelands Hockey Club  
Treasurer / Webmaster**

Duties: Treasurer: Management of club's finances, ensuring subscription fees are collected from more than 250 members and that costs are controlled; production of a full set of financial statements at year-end.  
Webmaster: management of the club's Website (including content) and mailing lists.

Skills acquired: Knowledge: WordPress, Pastel and accounting practices.  
Experience: Financial management.

Major work: Sole developer of the club's database-driven WordPress Website (pinelandshockey.co.za).

**2002 – 2005 Varsity Newspaper (UCT's student newspaper)  
Operations Manager (with various other roles)**

Duties: *Operations Manager (2005)*: Management of finances and co-ordination of operations; budgeting for and purchase of equipment and supplies.  
*Website Editor (2004)*: Design, implementation and maintenance of the newspaper's Website (included ensuring integrity of the content).  
*Technical Manager (2003)*: Management and co-ordination of several DTP editors; maintenance of IT systems, co-ordination of final product delivery to off-site printers.  
*DTP Editor (2002)*: Worked with section editors to design and lay out the newspaper using QuarkXPress; finalised the newspaper for printing.

Skills acquired: *Operations Manager*: Organisational skills; ability in financial management.  
*Website Editor*: Ability to manage and operate a Website; attention to detail.  
*Technical Manager*: Organisational and operations management ability; people skills.  
*DTP Editor*: Knowledge of newspaper DTP and printing; work in or head up a student editorial team faced with tight timelines.

## EDUCATION / TRAINING

- 2011 – University of Cape Town, Cape Town**  
**Postgraduate Diploma in Management in Information Systems**  
Stream: Enterprise Systems and Business Process Management
- 2002 – 2007 University of Cape Town, Cape Town**  
**Bachelor of Business Science in Management Studies (Computer Science stream)**  
Additional Courses: Business Law II, Company Law, Co-operation and Competition Economics (Game Theory).  
Distinctions: Computer Science Honours, Co-operation and Competition Economics, Dean's Merit List in 2007.
- 1996 – 2000 Rondebosch Boys' High School, Cape Town**  
**Senior Certificate with Endorsement**  
Distinctions: English, History.  
Award: Service Tie in recognition of services to the school.

## COMMUNITY INVOLVEMENT AND ACHIEVEMENTS

- 2009 – Phambili ngeThemba (non-profit organisation)**  
Duties: Volunteer: Installation and maintenance of computers and network.
- 2001 – Pinelands Hockey Club**  
Award (2009 and 2010): Administrator of the Year.  
Captain (2009 – ): Summer, indoor and winter teams.  
Member (2001 – ): Winter, summer and indoor leagues.
- 2007 University of Cape Town**  
Class Representative for Computer Science Honours: Helped co-ordination of activities and communication between Honours class and course convenor and lecturers, including exam timetables, programmes for visiting academic dignitaries, and social events.

## INTERESTS

Hockey, tennis, Web programming, reading (novels; business and technology books and periodicals), graphic design (particularly typography), electronic music, computer games

## REFERENCES

**Malcolm Hall** (*reference letter attached*)

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