



# Jolene Lombard

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I worked at Saldanha Steel for 16 years in total (from 1998 to 2006 and again from 2010 to 2019)  
 Up to 2006 I worked as a supervisor at Secondary Metallurgy who lead a team of 7 diverse individuals. My job included but were not limited to: ensuring production targets were made; handling HR issues of the team; report writing; meeting scheduling and chairing; facilitation of training; administration files up to date. This included monthly reports and budgeting of shift safety issues. Our work included ensuring fire fighting equipment is current, serviced and ready for use. From 2010 to 2011, I was contracted to update and review Standard Operating Procedures of the Steelmaking Department

Up to December 2019, I worked in the Business Improvement Department, with the focus on World Class Manufacturing. My work included, but was not limited to: Ensuring the shifts apply Autonomous Maintenance; Help maintenance personnel with their administrative part of Professional Maintenance; Ensuring our plant stay state of the art with production and equipment processes by applying Focused Improvement. I also supported my manager with his adhoc tasks. Visual management will always be a good way to ensure people are informed and up to date with info.

My strengths are administration, leadership, time management and autonomous working

My weaknesses are patience - especially if my success depends on others' outputs

My threats - my main aim is usually to get as much done as possible, but sometimes people see it as controlling. I am a firm believer of being output driven, although most companies rely on input...

My opportunities - I still have a lot to offer for any organisation / company. I would like to complete a degree in Community Development

Preferred occupation	Production coordinator Administrative jobs
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Preferred work location	West Coast Western Cape
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## Contacts and general information about me

Day of birth	1974-09-28 (50 years old)
Gender	Female
Residential location	West Coast Western Cape

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period **nuo 2010.05 iki 2019.12**  
Company name ArcelorMittal Saldanha Steel  
You were working at: Steel manufacturer  
Occupation WCM Coordinator  
What you did at this job position? Business Improvement - ensuring machines are back to basic conditions; reducing breakdowns by ensuring machines are cleaned and inspected regularly at set intervals; improve operators knowledge and skills by training them on the functions of their machinery and how to maintain it.

Working period **nuo 2007.01 iki 2010.04**  
Company name Go Reach  
You were working at: Office manager  
Occupation Office Manager and Bookkeeper  
What you did at this job position? Managed the office of Go Reach, a Non Profit Organisation; Bookkeeping through Pastel; Facilitate Basic Computer Course; Skills Audits completed; Administrate Learnerships; basic office administration

Working period **nuo 1998.01 iki 2006.05**  
Company name Saldanha Steel  
You were working at: Steel manufacturer  
Occupation Shift supervisor  
What you did at this job position? Manage a diverse team of 7 individuals; deal with HR issues; Manage shift budget; Manage shift safety; Report writing; General housekeeping and cleaning

Working period **nuo 1996.01 iki 1997.12**  
Company name Saldanha Steel  
You were working at: Artisan aider  
Occupation Apprenticeship training in Newcastle  
What you did at this job position? Training as apprentice millwright at Newcastle in Kwazulu Natal

Working period **nuo 1994.01 iki 1995.12**  
Company name Southern Seas Fishing  
You were working at: Pickers, packers  
Occupation Gut picker  
What you did at this job position? Ensure all gut is removed from pilchards in the cans after it is being cooked, but before it got sauced and sealed

Working period **nuo 1993.01 iki 1993.12**  
 Company name Protea Hotel  
 You were working at: Waiters, waitresses  
 Occupation Waitress  
 What you did at this job position? Clean dining halls; serve people during meals; tend to customers requests in terms of food and beverages

**Education**

Educational period **nuo 1996.04 iki 1997.12**  
 Degree Certificate  
 Educational institution Newcastle Technical College  
 Educational qualification N4 Engineering Studies  
 I could work Basic of apprenticeship for Millwright training

Educational period **nuo 1992.01 iki 1992.12**  
 Degree Grade 12 / Matric  
 Educational institution Diazville Secondary School  
 Educational qualification Matric  
 I could work Subjects were Afrikaans, English, Maths, Accounting, Business Economics and Economics

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Afrikaans	fluent	fluent	fluent

**Computer knowledge**

Microsoft Office - Intermediate Level

**Recommendations**

Contact person Donovan Jansen  
 Occupation Previous Manager  
 Company Arcelormittal Saldanha Steel  
 Telephone number 0834634071  
 Email address donovanlia@gmail.com

Contact person	Faustino Jantjies
Occupation	Social Worker
Company	Mishka Training
Telephone number	0823905011
Email address	mishka.fgj@gmail.com

#### **Additional information**

Your hobbies	Cooking Baking Excel Sewing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2002-06-00 (22 years)
Salary you wish	25000 R per month