# **CURRICULUM VITAE OF HILTON HARTNICK**

**PERSONAL INFORMATION:**

**Full Name:** Hilton Recardo Izak Hartnick

**Date of Birth:** 6 October 1982

**Identity number:**                  8210065145085

**Age:** 28

**Nationality:**                          South African

**Disability:** None

**Gender:** Male

**Languages:**                           Afrikaans, English and Dutch

**Telephone:**                           +2776 330 9507

**Marital status:**                      Single

**E-mail:**                                  hiltonhartnick@hotmail.com

**Residential address:**           24 Siegelaar Street

                                               Swellendam

 6740

**EDUCATION:**

Tertiary Education: University of Stellenbosch: BA Language and Culture

**2001:** Basic Xhosa 1

 Latin 1

 Ancient Cultures 1

 Afrikaans and Dutch 1

 Computer Skills/ Information skills 1

**2002:** Latin 2

 Ancient Cultures 2

 Xhosa 2

**2003:** Latin 3 (major)

 Ancient Cultures 3 (major)

**2004:** History 1

 English 1

 Afrikaans and Dutch 2

 Metascience 354 – Science/Philosophy of Human Science

**Other Education:**

**April 2011**:Preliminary Certificate of Educational Studies in Teaching English to Speakers of Other Languages – TEFL Training College

**April 2011**:Certificate of Teaching English to Speaker of Other Languages – Teaching English One - to – One – TEFL Training College

**July 2009**: SQL 2008 Certification – Maintaining a SQL 2008 server – IT Intellect

**September 2009**: SQL 2008 Certification – Writing queries using Microsoft SQL server 2008 Transact SQL – IT Intellect

**May – Dec 2006**: Microsoft Office Certification – Dynamix Computer Training Centres

**AWARDS AND ACHIEVEMENTS:**

**January 2008:** InternationalVice Presidency Award for designing a digital referencing tool – Shell SA

**January 2008:** NL CardsExceptional Performance for 2007 – Shell

**EMPLOYMENT HISTORY:**

**January 2009 – June 2010:** Turfsport CC(Rondebosch - Cape Town) **–** Software and Database support analyst

**July 2008 – October 2008:** IBM Sandton – Helpdesk Consultant

**February 2007 – June 2008:** Shell Cape Town – Customer Service Professional

**May 2006 – Jan 2007:** Course Instructor

 Dynamix Computer Training Centre

 Bellville

**June 2005 – 31 March 2006:** DTP Operator

 Top Copy

 Claremont

**June 2004 - July 2004:** Drostdy Museum Swellendam – Historian and Document writer of South African history.

**SKILLS:**

Sales experience, excellent written and communication skills through conducting interviews as an Historian and client consultant, research and presentation skills, 35 words per minute typing speed, people management skills, administration and organisational skills.

**ANALYTICAL:**

As result of the nature of my course, I have greatly improved my ability to see a problem from different points of view before choosing an appropriate and the best solution. I consider myself a highly flexible person with diverse interests. My ability to work as part of a team was enhanced through my experience as a member of the fieldwork project and as course lecturer. My ability to think and analyse information as well as its appropriateness for the matter at hand has greatly been improved by working as a researcher, as I had to work solemnly having to make important decisions on every one’s behalf. In the printing industry I worked with digital file processing and conversions as well as digital publishing.

**COMPUTER SKILLS:**

MS-Office, Adobe Photoshop CS 1, 2; Acrobat (create and editing); Corel Draw 11 & 12, including digital file printing and publishing. In all of these programs I have an advanced working and training experience. I also learn application usage very quickly.

**INTERESTS:**

I am interested in expanding my knowledge on new fields in science and technology, partaking in new development and study courses as they become available, doing cultural and historical research and reading.

**REFERENCES:**

 1. Ms G. Petrie

 Turfsport CC.

 Tel: +2721 686 1920

2. Mr G. Pollack

 Team Leader

 IBM Park - Sandton

 DHV Department

 Tel: +2711 302 9111

3. Ms. A. Martin

 Team Leader

 Shell CSC Cape Town

 Tel: +2721 408 4911