



# 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 (51 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                     | <b>nuo 2010.05 iki 2019.12</b>  |
| 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. |
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|------------------------------------|--|
| Working period                     | <b>nuo 2007.01 iki 2010.04</b>   |
| 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 |
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|------------------------------------|--|
| Working period                     | <b>nuo 1998.01 iki 2006.05</b>   |
| 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 |
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|------------------------------------|---|
| Working period                     | <b>nuo 1996.01 iki 1997.12</b>                                  |
| 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 |
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- |                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 1994.01 iki 1995.12</b>   |
| 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	<b>nuo 1993.01 iki 1993.12</b>
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	<b>nuo 1996.04 iki 1997.12</b>
Degree	Certificate
Educational institution	Newcastle Technical College
Educational qualification	N4 Engineering Studies
I could work	Basic of apprenticeship for Millwright training
Educational period	<b>nuo 1992.01 iki 1992.12</b>
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 (23 years)
Salary you wish	25000 R per month