



Jean Cillie

Curriculum Vitae (CV)

What job i'm looking for? My positive points

your favourable consideration.

Educational History

Tertiary Education:

- 2003 De Kuilen High

Senior Certificate

Subjects include:

Afrikaans First Language

English Second Language

Mathematics

Accounting

Computer Studies

Business Economics

- 2004 College of Audio Engineering

Sound Engineering Diploma

Subject include:

Audio Electronics

Mixing and mastering

Recording

- 2015 Electrosonic

Kramer Programmer KRMP1

Kramer Certified Digital Installer

- 2016 Collage of AMX

CC101 Audio Essentials

CC102 Cable Essentials

CC103 Control Essentials

CC104 PC Essentials

CC105 Networking Essentials

CC106 Video Essentials

- 2017 DC Media

DC Media Software

Harman

BSS Design and configuration

Collage of AMX

Programmer 1 (Online)

NOSA

Hazard identification and risk assessment

- 2018 Pearson Vue

Cisco CCENT

INFOCOMM/AVIXA

Certified Technology Specialist

Crestron University

Systems Technician

- 2019 Exterity

Exterity IPTV

Crestron University

Crestron Digital Media Certified Designer

NOSA

Working on Heights

Crestron University

Crestron P101

- 2021 AVIXA Project management

AV Project Management

MSS/900

Microsoft teams rooms

- 2022 Utelogy

Remote monitoring and trouble

Employment History

- 2019 to current: Omega Digital Cape Town: Project Manager

Documentation Control – Implementing and adhering to strict and accurate SOP and configuration guides and accurate UAT

Stock control - monitoring and management

Pre-Sales and management support – practical implementation and highlighting possible pitfalls within a specific environment

Managing client/supplier and internal communication – match technical ability with client expectation

Managing deadlines – ensure realistic timeline are communicate to client while understanding practical limitations

Closure procedure/UAT handovers – pre and post delivery documentation, ensuring that the scope is met within the project specification.

Training/demonstration – ensuring user adoption

Audits and configuration back ups – site and equipment audits loaded to a central server

Pre-project planning meetings – review of scope, layouts, schematics, equipment and logistics with required resources

Pre-Project site visits – determining site readiness vs scope of work and layouts

Maintaining client relationships – managing expectations, clear and frequent communication providing transparency on work flow and deliverables.

Internal and external communication – identify risk factors while communicating with third party contractors

Design Proposals – highlighting environmental limitations while suggestion alternative solutions

Consumable management – ensuring only required consumables are used and that this within budget

Time recourse and budget management – ensuring that the project and resources stays within cost and time allocation

Time/calendar management – ensuring the right resources at the right time

Project documentation – ensuring full scope of work is documented and within SOP

Cross divisional management – ensuring internal communication to meet project scope and integration

Logistic and stock control – managing and monitoring stock delivery and compatibility for implementation

Local/remote/international management – relations with external parties to ensure deliverable are met locally and internationally

AV Expert - up to date knowledge with current trends with the ability to work in a fast pace environment.

General implementations- corporate boardrooms, combinable and automated training rooms, workspace management, digital signage, CV/UC/BYOD technologies, complex audio visual solution etc.

Proficiencies: AMX, Crestron, Extron, Kramer, Shure, Sennheiser, Biamp, Clearone, BSS, General

Web interface, Microsoft Team Rooms/Admin Centre, Zoom, Cisco Webex/TMS, Bluejeans, Google Meet, Polycom clarity

- 2017 to 2019: Omega Digital Cape Town: Manage Services Technician

Responsibilities includes

Call Outs - Troubleshooting and repairing issues at existing SLA clients and non-SLA clients and providing technical support and problem solving to all visual systems, help desk and after sales support.

Maintenance – Performing equipment maintenance duties such as cleaning, fixing and replacing bulbs, fuses, plugs and wires when necessary. Maintaining SLA client sites, closing works orders and compiling maintenance reports. Escalating issues accordingly

Audits – Audits of new SLA clients to determine the current standard to estimate upgrades/repairs needed in order to conform to the Omega site standard. Once the assessment is complete the report is submitted on the internal server for review/record keeping purposes.

Repairs – assessment and management of repair.

Equipment loan and administration; ensuring all equipment hire is documented with receipt of hire, and the date of return is mutually agreed

Training – training non-technical members of staff or third-party professionals on the basics of AV equipment; cameras, projectors, microphones, etc.

Project Support – Supporting projects with installations and repairs

24/7 Telephonic Support – Supporting client 24/7 telephonically on a rotation basis

Upgrades – Upgrading old solutions to ensure clients are on the most relevant solution

Pre-Sales Support – Doing site visits taking room measurements and reporting potential issue

POC – aligning vendor and client timelines in order to ensure timely deployment of equipment.

Proficiencies: Omega internal platforms, Excel, Power Point, Word

Vendor Web Based: Cisco, Polycom, Kramer, Crestron, Extron, BSS, VC, UC, BYOD etc.

- 2014 – 2016 Omega Digital Cape Town: Projects Team Leader

Responsibilities include:

Installations – Installing of audio/visual equipment ensuring work was completed on the Omega standard and that the client expectations were met on the required deadline. Attending all relevant meetings and making strategic decisions to ensure project timelines were met. Updating and communicating to all relevant parties involved.

Project closure documents – Compiling and loading all relevant project closure documents to a

central internal server.

- 2009 – 2014 AV Engineer @ Audio Spectrum (South Africa)

Responsibilities include:

Asses all incoming projects to determine feasibility and optimal solution for the client.

Manage project inventory requirement as well as loan units and administration; ensuring all equipment hire is documented with receipt of hire, and the date of return is mutually agreed.

Ensuring that ETA's are met, and that inventory is managed accordingly – also ensure inventory levels remain within required levels for general operations.

Manage skill solutions by ensuring relevant technician/installers are on site as required as per project specifications.

Ensure client expectations are met with regards to project delivery including project deadlines.

Responsible for completion and sign off projects including handover.

Contactable References

Mr Rocco van Wyk Owner

Audio Spectrum South Africa

Tel: (021) 982 4272

Please note that my current employer should not be contacted, but will provide references should my application be successful.

Certifications can be provided if required.

Preferred occupation IT, computing jobs

Contacts and general information about me

Day of birth	1984-11-15 (39 years old)
Gender	Male
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

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Contact Details