

PHANIE DU PLESSIS

11 Pamela Street; Horizon View; Roodepoort; Johannesburg
 Phanie@potential.co.za

EDUCATION

UNISA	Higher Educational Diploma	1994
Department of Education and Culture	National Technical Diploma	1984
Hoërskool die Burger	Matric	1978

WORK EXPERIENCE

GijimaAST	Training Material Developer and Administrator	March 2007 - Present
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Responsibilities:

- Perform Training Help desk functions. Update and compile training material for the following clients:
 - De Beers
 - Vodacom
 - Barloworld Equipment
- Contracted to do an audit on the SAP training material at De Beers for project "De Beers Business and Training Documentation Audit and Update".

Skill acquired:

- Team work and group participation.

Boart Longyear	MXP (Axias) Consultant, Training Material developer and Training Consultant. Support and Helpdesk consultant.	July 2006 – March 2007
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Responsibilities:

- Contractor to develop training Material, facilitate training sessions and provide support for Board Longyear on project MXP for the Production and Warehousing modules.
- Provide national Support and Helpdesk functions on all modules to users after go live.

Skill acquired:

- Team work and group participation.

Business Connexion	SAP Training Consultant	April 2006 – July 2006
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Responsibilities:

- Contractor to develop training Material and facilitate training sessions for Business Connexion on project MyBCX for the Plant Maintenance and Customer services modules.

Skill acquired:

- Team work and group participation.

SCAW Metal Group	SAP Consultant Specialist, STT consultant. CBT developer	Aug 2005 – March 2006
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Responsibilities:

- Contractor to develop and facilitate STT material for SCAW Metals on project EMMET.
- Develop and Train the PM and PP modules.

Skill acquired:

- Team work and group participation.

SASOL	SAP Training Consultant	July 2005 – Aug 2005
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Responsibilities:

- Contract work to research and develop SAP training material for SASOL on project SPI BPC.

Skill acquired:

- Team work and group participation.

Dipalo School of Information and Communication Technology	Contractor and Training Material Developer	June 2005 (Part time)
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Responsibilities:

- Contract work to Research and develop PC Literacy and Technical Training Course Documentation.
- The qualification is on NQF level 2, 3 and 4.

Skill acquired:

- Team work and group participation.

Growth Link / Pegasus Consulting	Instructional Designer	Oct 2004 – Dec 2004
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Responsibilities:

- Contract work to Research and develop the mathematics modules for a National Certificate; in “Business Administration Services”.
- The qualification is on NQF level 3 and 4.

SAPPI	SAP Training Consultant	May 2004 – Sept 2004
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Responsibilities:

- Part of the Physical asset Management AND SHEQ teams at Sappi for Project Journey.
- Developed Computer Based Training with the following duties:
- Authoring of SAP 4.6 STT’s.
- Creating knowledge based questions on these STT’s.
- Exporting the STT’s into MS Word.
- Exporting the STT’s to run time lessons.

Skill acquired:

- Team work and group participation.

TELKOM	Instructional Designer and Training Officer	Jan 1982 – March 2003
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Responsibilities:

- Designing and facilitating training material according to outcome based SAQA competency on the Switching Transmission Telematics, Network and Energy section.
- Performed duties as a “Telkom Ambassador” to small businesses.
- Evaluate external supplier training material.

Skill acquired:

- Team work and group participation.

OTHER QUALIFICATIONS/SKILLS

MS Visio
MS Word
MS Excel
MS Power Point
MS Outlook
STT – Simulation Training Tool
SAP R/3 (PM)
SAP Tutor

REFERENCES

REF Name 1

Mrs. Zelda Gassner
082 855 7722

REF Name 2

Mr. Johan Dorfling
082 779 7795

REF Name 3

Mrs. Miempie Erasmus
082-463-4338

CLIENT FEEDBACK

I worked with Phanie on the SCAW Metals Group and myBCX SAP projects.

As team lead of the latter I found him to be a highly skilled training facilitator and a hard-working documenter who always met his deadlines.

Phanie's pleasant nature makes him a good team player. He is a self-starter who works independently.

*Miempie Erasmus
082 463 4338*

Phanie has been working with me for the last 18 months on various tasks and projects at De Beers and GijimaAst. He is an eager learner and always ready to tackle a new challenge. His in depth training methodology knowledge platform combined with a relaxed and enthusiastic way of interacting with people makes him an ideal trainer. He also demonstrated good organisational and training coordination skills.

*Johan Dorfling
SAP Training Consultant
GijimaAst*
