

Curriculum Vitae of Janeke van Huyssteen

Personal details

Surname:	Van Huyssteen
Name:	Janeke
Date of birth:	1994-07-12
ID number:	9407120152085
Postal Address:	12 Watentpark Oukraal Avenue Erasmuskloof Pretoria 0048
Gender:	Female
Marital status:	Never married
Nationality:	South African
Home language:	Afrikaans
Driver's license:	Code 8
Criminal record:	None
Other languages:	Afrikaans – excellent English – excellent Dutch – fair German - fair
E-mail address:	janeke.jay@gmail.com
Cell phone number:	079 888 6558

Education and qualifications

Secondary education

Last school attended:	Waterkloof High School
Highest grade passed:	Grade 12 (2013)
Subjects:	Afrikaans (Home Language) Distinction English (Home Language) Distinction German B Mathematical Literacy - Distinction Computer Applied Technology - Distinction Business Studies B Life Orientation - Distinction

Accomplishments

- Entered Afrikaans national expo (2011)
- Entered Afrikaans national expo (2012)
- Entered World Knowledge Olympiad by University of the Free State (2012)
- Entered the LitNet Young Writers competition (Afrikaans fiction) in January (2013)

- Qualified for *Junior Tukkies* – above 80% average (2012)

Awards and honours

- Winner of Junior English section for stories *Kloofie Kunstefees* (2009)
- Colours for service in the school library and general information centre (2011 and 2012)
- Academic colours (2012)
- Academic colours (2013)

Tertiary education

Name of institution:	University of Pretoria
Course obtained:	BA Languages First year
Subjects:	AFR 110 Language component and Literature component (Introduction to Afrikaans and Dutch literature) AFR 120 Language component and Literature component ENG 110, ENG 120 Language component and Literature component ENG 118 English for specific purposes. (This module is intended to equip students with a thorough knowledge of English grammar and is <u>particularly</u> useful for those interested in a career of teaching, editing, document design or other forms of language practice)

Skills

Computer literate

- MS Word
- MS PowerPoint
- MS Excel
- MS Access

Excellent organisational skills

- Helped with organisation and stocktake in the school library and general information centre
- Also helped with acquiring books

Diligent and hard worker

Extremely detail-oriented

Language skills

- Afrikaans – fluent in speaking, reading and writing
- English – fluent in speaking, reading and writing
- Dutch – good at reading
- German – fair at reading and writing

Good translation and editing skills

Societies / Development

- Joined Inklings Literary Society (2015)
- Attended Bloody Book Week Writing Skills Workshop (2014)
- Certified as a scribe and/or reader by the DBAC/PBAC

Projects

- Beautification of MES Impilo (Hospice) leisure room (2011)
- Founder of *Between the Pages* – a charity based project focused on collecting books, magazines, toys and games for less fortunate children and young people (2015)

Employment history

Previous employer: Ask Africa
Position: Data analysis
Period: 2014 – 2015

Current employer: Jan van Huyssteen (Financial advisor at Geonet Financial Services)
Position: Admin assistant
Period: 2017 – present

Freelance employer: Heleen van Huyssteen *Care for the Caregiver* Programme
(Bright Foundation)
Position: Editing of business plan, brochure, manuals and translation of
booklet *The Caregiver's journey*, manuals, marketing material
for *Care for the Caregiver* Programme
Period: 2014 – present

Freelance employer: Rietvlei Academy
Position: Act as scribe and/or reader
Period: As needed since 2019

Hobbies

- Reading
- Writing
- Mixed media
- Photography
- Making and selling trays

References

Lillian Janse van Rensburg (Former teacher)
Contact info: 072 199 1526

Heleen van Huyssteen (*Care for the Caregiver*)
Contact info: 0882 572 6841 or heleen1vh@gmail.com

Jan van Huyssteen (Geonet Financial Services consultant)
Contact info: 082 922 8658 or jan.vanhuysteen@liblink.co.za