

# SHÂN CADE – CURRICULUM VITAE

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As at 9 January 2017

## **CONTACT DETAILS:**

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Physical Address: 72 Ridge Road, Howick, KZN, South Africa

## **PERSONAL DETAILS:**

Name: Shân Arlen Cade

ID Number: 540617 0223 089

Gender: Female

Title: Mrs

Nationality: Rhodesian / South African Citizen

Marital Status: Married

## **EDUCATION – SECONDARY SCHOOLING:**

Last School: Mabelreign Girls High

Year: 1970

Standard: C.O.P. (College of Preceptors)

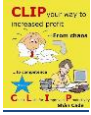
Subjects: English, Afrikaans, Geography, History, Biology, Maths

## **EDUCATION – TERTIARY:**

Year: 1998

College: Allenby (JHB)

Diploma: Exports & Imports



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- Year 2010: TETA Accreditation – Assessor number: TETA-assr13-110
- Year 2016: BS OHSAS 18001:2007 Awareness: Certificate: 2016033104973 (DQS)
- Year 2016: BS OHSAS 18001:2007 Facilitation & Implementation: Certificate: 2016040804973 (DQS)
- Year 2016: BS OHSAS 18001:2007 Internal Auditor: Certificate: 2016040804973

## STRENGTHS:

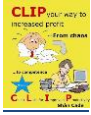
I am - Pro-active, efficient, productive, accurate, creative, methodical, systematic, and progressive - with strong people skills, able to work under pressure, complete tasks and projects timeously and all with high integrity and honesty.

**AUTHOR:** - The Clip System (Check Lists for Improved Productivity) - ISBN 978-0-9802693-9-0  
Published in February 2009 and a number of booklets | Teenage comic – It's Party time (Project management thinking) | Budgeting for entry level | Supervisor handbook | Tool Box Talks  
Memories

## CAREER HISTORY:

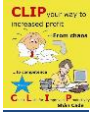
### HISTORICAL INTRODUCTION OF THE CLIP SYSTEM TO INDIA – OCTOBER 2012

Period:	2009 to Current
Position:	<p>Owner of Harmie And Shanie.Com cc</p> <ul style="list-style-type: none"><li>• CLIP System – Admin and job co-ordination - Expert / Author / Trainer / coach</li><li>• Facilitator – CLIP sustainable Business Thinking sessions – groups and one on one</li><li>• <b>Administrative Consultant (Specialising in Freight Forwarding)</b></li><li>• <b>Registered Assessor &amp; assessment tool designer with TETA</b></li><li>• Security KPA monitoring</li><li>• Member of The Media Mogul team</li><li>• Member of the PCB Skills Development Team</li><li>• Member of the S.A. Writers Circle</li><li>• Member of the International Police Association</li></ul>



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	<ul style="list-style-type: none"> <li>• Member of Women in Business</li> <li>• Facilitator Ilembe &amp; PCB Entrepreneur programme</li> </ul>
Period:	1997 to 2000 and 2001 to Oct 2009
Position:	<p>Senior Business Analyst – Freight Forwarding &amp; ISO (International Standards Organisation) Management Representative</p> <p>Training facilitator – Staff and clients (10 years)</p> <p>In-house Implementation Specialist</p> <p>Client Liaison Manager</p> <p>HR Manager</p> <p>Senior In-house Controller</p>
Company:	<p>Barloworld Logistics Africa (Pty) Ltd – FF Division</p> <p>(Previously Z A Trans (Pty) Ltd)</p>
Responsibilities:	<p>Senior Business Analyst:</p> <ul style="list-style-type: none"> <li>• Division &amp; Client System Audits, reviews, findings, recommendations, implementation, management</li> <li>• ISO Management of the Quality Management System</li> <li>• Training: Clients and Staff</li> </ul> <p>In-House Implementation Specialist:</p> <ul style="list-style-type: none"> <li>• Pre-Audit – findings – review – implementation plan</li> <li>• Recruitment of in-house staff</li> <li>• Implementation, training of in-house operation</li> <li>• Management &amp; monitoring of in-house operation until handover</li> </ul> <p>Client Liaison Manager:</p> <ul style="list-style-type: none"> <li>• Managing the In-house Operations Team</li> <li>• Liaison with Client and BWLog Senior Management</li> </ul> <p>HR Manager:</p> <ul style="list-style-type: none"> <li>• Implementing the HR Dept.</li> </ul>



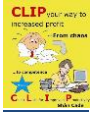
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	<ul style="list-style-type: none"> <li>Managing &amp; monitoring until handover</li> </ul> <p>Senior In-House Controller:</p> <ul style="list-style-type: none"> <li>Controlling on site, all aspects of freight forwarding and clearing for customer</li> </ul>
Reason for Leaving:	Retrenched

Period:	2000 to 2001
Position:	Consultant – In-house Specialist
Company:	Self Employed
Responsibilities:	<p>In-House Implementation &amp; Handover</p> <ul style="list-style-type: none"> <li>Pre-Audit – findings – review – implementation plan</li> <li>Recruitment of in-house staff</li> <li>Implementation, training of in-house operation</li> <li>Management &amp; monitoring of in-house operation until handover</li> </ul>
Reason For Leaving:	Job offer to return to BWLog FF full time

Period:	1994 to 1997
Position:	Administrator
Company:	Holler Trade cc
Responsibilities:	<ul style="list-style-type: none"> <li>All office administration &amp; system management</li> <li>Export documentation &amp; processing</li> <li>Filing</li> </ul>
Reason For Leaving:	Job Offer with ZA Trans (Pty) Ltd – freight forwarding agent

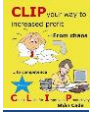
Period:	1984 to 1987 and 1989 to 1994
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Position:	Company Buyer Company Administrator Shipping Controller (Imports & Exports)
Company:	Helix SA (Pty) Ltd
Responsibilities:	<p>Company Buyer:</p> <ul style="list-style-type: none"> <li>• Locate, negotiate, purchase products for sale and company usage</li> </ul> <p>Company Administrator:</p> <ul style="list-style-type: none"> <li>• Management of company documents – drawing up &amp; implementing usage of forms, templates, registers</li> <li>• All administration for 2 consultants</li> </ul> <p>Shipping Controller:</p> <ul style="list-style-type: none"> <li>• Managing and controller the import and export processes and documentation for the company</li> </ul>
Reason For Leaving:	Job Offer

Period:	1987 to 1989
Position:	Administrator – Communications & Medical Divisions of Civil Defence Communication Control Room Supervisor – Emergency Services Communication Instructor Event Management Coordinator
Company:	Randburg Town Council
Responsibilities:	<p>Administrator:</p> <ul style="list-style-type: none"> <li>• All administration for both divisions including minutes for meetings, check lists, register maintenance, training packs</li> </ul> <p>Control Room Supervisor:</p> <ul style="list-style-type: none"> <li>• Supervising all aspects of the emergency services control room including controllers, maintenance of rosters, maintenance of equipment, training levels</li> </ul>

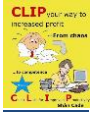


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	<p>Communication Instructor:</p> <ul style="list-style-type: none"> <li>All training on radio communications and control room management for Civil Defence, Traffic Officers, Firemen, Security and other municipal divisions.</li> </ul> <p>Event Management Coordinator:</p> <ul style="list-style-type: none"> <li>Planning, liaison, management, de-briefing, reviews of Civil Defence events alongside municipal, commando and any other relevant bodies</li> </ul>
Reason For Leaving:	Job offer back to Helix SA (Pty) Ltd

Period:	1984 June to 1984 October
Position:	Sales Administrator Shipping Controller
Company:	Defy Corporation (South Africa)
Responsibilities:	<p>Sales Administrator:</p> <ul style="list-style-type: none"> <li>All sales administration – new leads, appointment setting, general typing and office admin.</li> </ul> <p>Shipping Controller:</p> <ul style="list-style-type: none"> <li>Managing and controller all aspects of the Import Shipping process and documentation including logistics on order placement</li> </ul>
Reason For Leaving:	Company Moved

Period:	1983 March to 1983 June
Position:	Girl Friday Re-production (printing)
Company:	Lucky Joe
Responsibilities:	<p>Girl Friday:</p> <ul style="list-style-type: none"> <li>General office administration duties, including typing, filing,</li> </ul>



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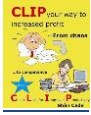
	<p>client liaison</p> <p>Re-production</p> <ul style="list-style-type: none"> <li>Type- setting, stripping up, negative shooting and developing, liaison with client re design</li> </ul>
Reason For Leaving:	Bad Management

Period:	1980 to 1983 – Re-located to South Africa
Position:	Domestic Executive
Company:	Home
Responsibilities:	Wife and mother
Reason For Leaving:	Children grew up and needed mental stimulation and people contact

Period:	1973 to 1979
Position:	Girl Friday
Company:	Trevor Davies Engineering (Pty) Ltd
Responsibilities:	General office administration – Exports, wages, bookkeeping, petty cash, typing, reception, Safety officer
Reason For Leaving:	Re-located to South Africa

### ADDITIONAL SELF DEVELOPMENT COURSE HISTORY:

Year	Organisation	Course
1981	Civil Defence	Radio Communication Sub Station Operator Certificate
1982	Civil Defence	Radio Communication Net Control Operator Certificate
1984	Civil Defence	Radio Communication Instructor Certificate
1987	Emergency Disaster Management	Week conference on Disaster Management



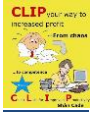
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1990	Spartan	Lotus 123 Certificate
1992	SARPS (South African Reserve Police Services)	Police Reservist Constable Certificate

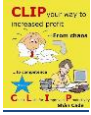
Year	Organisation	Course
1993	Post & Telecommunications	Restricted Aeronautical Radio License
1997	SARPS (South African Reserve Police Services)	Police Reservist Sergeant Certificate
1999	Freight Training	Exporting into Africa
1999	Pin Point Training	MS Word – intermediate & advanced
1999	Pin Point Training	MA Excel - intermediate
1999	Freight Training	Working with Bills of Lading
1999	Freight Training	Inco Terms 2000
1999	VIP Personnel	Payroll Phase 1
1999	VIP Personnel	Payroll Phase 2
2000	VIP Personnel	Tax 2000
2002	Freight Training	Exporting into Africa
2003	Freight Training	Documentary Credits
2004	DSD Training	MIPD (Motor Industry Development Programme)
2004	ABSA	Banking – Documentary Credits, TT , etc
2004	Dynamix	Power Point – Basic
2004	Dynamix	Power Point – Advanced
2005	School of Shipping	Forwarding
2005	Front Foot	MS Outlook 2003
2005	Front foot	MS Publisher





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2006	Bytes Technology	MS Project Planner
2006	Business Presentation Skills	Business Presentation Skills
2006	Private Tutor	Excel graphs and filters
<b>Year</b>	<b>Organisation</b>	<b>Course</b>
2007	Astrotech	Business Analyst Certificate
2007	Freight Training	Import Risk Management Certificate
2007	Freight Training	Export case studies
2008	Freight Training	Export Risk Management Certificate
2009	EduTel	Unit Standard 115753 – Conduct outcomes-based assessment – FOUND COMPETENT
2010	EduTel	Currently doing Unit Standard 115755 – designing assessment instruments
2010	PCB	How to get your point across
2010	Freight Training	Export risk management - including Incoterms 2010
2011	PCB / ABSA	Action my business (International Labour Organisation)
2012	Department of Trade and Industry	Export Incentive Scheme
2013	REAL Communication	2 day Public Relations boot camp
2013	Freight Training	Import Risk Management 4 day conference
2013	Freight Training	Export Risk Management 4 day conference
2017	Social Media	Social media understanding

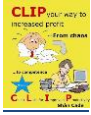


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### ADDITIONAL EXPERIENCE AND ACTIVITIES:

<u>ORGANISATION</u>	<u>FUNCTION</u>
<u>SATEPSA</u> – South African Telecommunications & Electricity Power Supply Authority	Regional Secretary for 5 years
<u>MIDRAND COMMUNITY FORM</u>	Secretary Regional representative for 5 years
<u>SARPS - MIDRAND</u>	Administrator –and Police Reserve Sergeant – 11 years
<u>CIVIL DEFENCE</u>	Administrator for Communications & Medical Divisions for 12 years  Radio communication trainer
<u>SOCIAL CLUB (Work)</u>	Chairperson for 3 years
<u>RHODESIAN PIGEON CLUB</u>	Secretary for 2 years
<u>IMMANUEL CHURCH</u>	Sunday School teacher  Youth Leader  Pianist  Event Coordinator  Editor – new letters  Charity projects Coordinator
<u>BLUE HILLS PLOTWATCH ASSOCIATION</u>	Chairperson for 9 years  Domestic Watch self defence training  Radio Network Controller & training
<u>PINE WAY BODY CORPORATE</u>	Chairperson for 4 years
<u>JODEV FARM</u>	Children’s programme – arts, crafts, literacy



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<u>ORGANISATION</u>	<u>FUNCTION</u>
<u>AMBER VALLEY BODY CORPORATE</u>	Trustee: Secretary and Security portfolios (1 year)  Security consultant (4 years)
<u>HOWICK COMMUNITY POLICE FORUM</u>	Exco member – PR – 3 years Media Liaison – 3 years
<u>PIETERMARITZBURG CHAMBER OF BUSINESS</u>	Member  On the skills development team
<u>THE MEDIA MOGUL</u>	On the team – admin and risk consultant
<u>ETHEMBENI - Mpophomeni</u>	Voluntary computer training for school children (teenagers)  Sub Editor – Ethembeni Window – 3 years  Currently - Entrepreneur development mentoring
<u>HOWICK COMMUNITY CHURCH</u>	Childrens Church teacher Junior Youth Leader
<u>FRIENDS OF UMGENI VALLEY NATURE RESERVE</u>	Secretary & training
<u>HOWICK &amp; MIDLANDS CHAMBER OF COMMERCE</u>	Member up to October 2015
<u>HOBBIES</u>	Photography  Wild Life  Beading  Writing