

# Curriculum Vitae

**Gail Geraldine Bester**

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## Personal Information

Surname:	Bester (nee Thomas)
Name:	Gail Geraldine
Address:	3 Marina Street Clarendon Marine 6070
Marital Status:	Married
Dependents:	2 (23 & 18)
Identity Number:	6907300115086
Age:	53
Contact Details:	072 591 8812
Email:	<a href="mailto:gailgbester@gmail.com">gailgbester@gmail.com</a>
Driver's license:	Code EB (no endorsements)

## Academic Information

Secondary:	Matriculation Certificate Immaculata Senior Secondary School (1988)
Tertiary:	National Diploma Horticulture Cape Peninsula University of Technology (1993)

# Employment Information

**(SEE ANNEXURE A FOR KPA, CERTIFICATION AND ACHIEVEMENTS)**

**January 2018 – 30 April 2022**

**Operations and Project Manager**

Camps Bay Primary School

Reason for leaving - Relocation

**December 2007 – 2017**

**Estate Manager**

Deutsche Internationale Schule Kapstadt (German School)

Reason for leaving - Position made redundant

**July 2004 – November 2007**

**Managing Member (self-employed)**

The Bay Landscapers

Reason for leaving - Formal employment

**December 2002 – June 2004**

Acting Regional Manager

City of Cape Town

Reason for leaving - Start my own business

**November 1996 – November 2002**

Senior Professional Assistant

City of Cape Town

Reason for leaving - Promotion

**April 1993 - October 1996**

Administrative Assistant

City of Cape Town

Reason for leaving - Promotion

# Social Development

Founding member and secretary of NPO for the care and development of disadvantaged children

- Member and treasurer of the Western Cape Estate Managers Association
- Chairperson of the maintenance committee to St Mary's Cathedral Catholic Church
- President of St Vincent de Paul Society at St Mary's Cathedral Catholic Church
- Ministry – Reader of the word – St Mary's Cathedral Catholic Church
- Caritas – Representative Parish Pastoral Council St Mary's Cathedral

**REFEREES AVAILABLE ON REQUEST**

## KPA's, Certification and Achievements

### Employment:

**January 2018 – 30 April 2022**

### **Operations and Project Manager**

### ***Camps Bay Primary School***

Responsibilities include, *inter alia*:

- management of support teams by leading team-wide meetings, assign tasks and workloads to employees, and foster collaboration among teams and across departments.
- lead by example, performance management, motivating and training and development of staff
- implementing and managing staff conflict and reaching viable resolutions
- part of the senior management team (SMT) planning annual and weekly events and discussing and implementing strategies
- inventory and asset register database collated on Microsoft Office/Google Docs and verifying all department asset registers and writing off asset disposal
- maintenance, development, and execution of policies pertaining to facility admissions, utilization, and housing
- budget development and cost management of budget spending and frugal spending on CAPEX projects
- developed database for stock control and distribution thereof
- stock control flow chart of material leaving the store and consumption of material
- procurement of cleaning, handyman materials etc.
- attend Facilities Management Committee and other management meetings - CAPEX planning and implementation, staff and school policies planning and implementation
- coordinate and vet contract management building repairs and construction and special projects by obtaining quotations, implementation, and payments
- project manage and negotiate all facility upgrades and new buildings, awareness of project implementation period and planning ideal time for implementation
- management of facilities, hire, leases (liaising with clients, parents and community) and outsourced service providers
- manage municipal bills by resolving problem billing or
- maintenance of the sports field, tennis courts, cricket pitch etc.
- management of assets i.e., vehicle, equipment etc. implementing repairs and maintenance of vehicles and equipment to ensure longer service to school
- coordinating and booking of vehicle use
- liaising with local municipalities regarding property leased by the school, neatness of areas surrounding school etc.

**December 2007 – 2017**

**Estate Manager**

***Deutsche Internationale Schule Kapstadt (German School Cape Town)***

Responsibilities include, *inter alia*:

- staff management (21 employees)
- ensure staff training and team building so to upskill staff continually
- management meetings to strategize annually and discuss weekly program
- parent/student liaison
- budgeting (operational & capex) prepare budget annually and propose CAPEX projects
- project management (upgrades and new buildings)
- facilities management
- horticulture (incl. sport fields)
- event management - annual planning and implementing the school's biggest fundraising
- health and safety officer in compliance with OHSA
- liaison with contracted Security Company - manage security on site to fulfill the SLA
- Maintenance of hostel, international borders on site ensuring the repairs and maintenance of the accommodation was kept in order

**July 2004 –November 2007**

**Managing Member**

**The Bay Landscapers**

A closed corporation providing private landscaping services which I set up in mid-2004. Every aspect of small business management was my responsibility however, due to the declining economic situation, I returned to formal employment at the end 2007.

- Staff management discuss and explain job requirements
- Financial & accounting payment of staff, quotation, and invoicing of clients
- Time management and customer liaison finishing the project in the required time and constantly liaising with the client
- Strategic planning, thinking and execution of projects

**December 2002 – June 2004**

**Acting Regional Manager**

**City of Cape Town**

Based in the Mitchell's Plain and Strandfontein areas for the department of Parks and Forests of the City of Cape Town. Responsibilities included, *inter alia*:

- attending Sub council meetings where project and budget expenditure had to be reported
- drawing up new policies for the department
- budgeting for the region, +- annual budget drawn up for +-7 depots in the region
- liaising with the community and Councilors regarding projects the department would undertake for the financial year
- responsible for the Wolfgat Nature Conservation area, conservation of reserve to uphold and protect rare species
- ensuring that regular meetings take place with managers to keep them informed of changes that were taking place within Council, communication, planning and strategy
- chair of the Health and Safety forum for the region, essential in keeping staff safe and complying with OHSA
- municipal administration-ensuring that staff attendance, budgets, disciplinary hearings are timeously handed in to head office.

**November 1996 – November 2002**

**Senior Professional Assistant**

**City of Cape Town**

Based in the Atlantic Seaboard area of the Parks and Bathing Department, City of Cape Town. Responsibilities included, *inter alia*:

- manage a compliment of over fifty staff members
- control the annual budget for the depot
- horticultural maintenance of the Atlantic Seaboard
- maintaining a close relationship with the community and local Councilor of the area
- budgeting for the region
- municipal administration

**April 1993 - October 1996**

**Administrative Assistant**

**City of Cape Town**

Based in the Civic Centre in the Department of Motor Vehicles at the City of Cape Town.  
Responsibilities included, *inter alia*:

- registration and licensing of vehicles
- liaising with the public
- cash management
- banking
- supervision of staff
- representation of staff on the workplace forum
- municipal administration

## **In – Service Training**

### **Wende's Nursery**

#### **Moshav Ein Vered, Israel**

##### **Duties:**

- Greenhouse management,
- Plant production,
- Preparation of cuttings
- Potting
- Hormone experiments
- Soil Preparation

June 1991 – December 1991

## **The City of Cape Town**

### **City Engineers, Parks and Forest**

##### **Duties:**

- Seed identification
- Plant identification
- Extra tuition in botany, horticulture, and landscaping



## **Blue Mountain Landscaping**

### **Plumstead, Cape Town**

#### **Duties:**

- supervising staff
- pruning of trees and shrubs
- soil preparation
- landscaping

# Certification

## **2003**

X-Sim Managing by Project

## **2007**

Parenting Skills Program

## **2008**

Emergency Coordinator Course – Disaster Management

## **2009**

Member of the Western Cape Estate Management Association

## **2010**

Management level 1 course – Estate Managers Association

## **2011**

World Health & Safety Day Seminar - Intra

Management Level 2 course – Estates Management Association

Cultural Diversity Workshop – Mandy Antzoilatos

## **2013**

Pool Maintenance – Estate Managers Association

## **2015**

Incident/Accident Investigation – Risk Training Solutions

Health and Safety Representative – Risk Training Solutions

Hazard Identification & Risk Assessment (HIRA) – Risk Training Solutions

## **2016**

Scaffolding Safety Training Course - National Occupational H&S Consultancy

Ladder Inspection Training – Ingozi Management S&H Consultants

Hand Tools Training - Ingozi Management S&H Consultants

Power Tools Training - Ingozi Management S&H Consultants

Fire Fighting & Evacuation Training - Ingozi Management S&H Consultants

## **2020**

Archdiocese of Cape Town – Catechist training

# Achievements

- Project managed the renovation of building to accommodate Grade R learners
- Achieved for CBPS +-R700 000 in credit in municipal bills
- Project managed the replacement of Nutec roof to Kliploc at German School (DSK)
- Represented City of Cape Town at the World Trade Summit
- Appointed Acting Regional Manager - City of Cape Town
- Elected to Parish Council, St Mary's Cathedral Catholic Church
- Elected to Estate Managers Association's Executive Board
- President of St Mary's Cathedral – Society of Saint Vincent De Paul