

**TANYA LIEBENBERG**



<b>Occupation</b>	<b>Project Manager Active Brand Communications</b>
<b>Gender</b>	Female
<b>Nationality</b>	South African
<b>Ethnic Group</b>	White
<b>Language</b>	English, Afrikaans
<b>Drivers Licence</b>	Code EB
<b>Desired job location</b>	Gauteng
<b>Currently Employed</b>	Active Brand Communications
<b>Availability</b>	Immediately

**Contact Details**

<b>Cell phone</b>	+27 78 766 1370
<b>Email</b>	<a href="mailto:cellierst@gmail.com">cellierst@gmail.com</a>
<b>Residential Location</b>	Heidelberg, Gauteng, South Africa

**Professional Profile**

My experience stems from General Office Management, Project coordination, Marketing and Sales. I am a team worker and work well with people from all walks of life. I am career driven and very customer centric. I believe I would be a valuable addition to your team.

**Education**

1997  
Noordheuwel High School, Krugersdorp  
Grade 12 (English, Afrikaans, Typing, Home Economics, Geography and History)

**Computer Skills**

- Microsoft Office (Word, Excel, PowerPoint, Quick books and Magnetic - fully (proficient)

**Areas of Expertise**

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| <ul style="list-style-type: none"><li>• Complaint resolution</li><li>• Motivation of teams</li><li>• Project management, from planning to completion.</li><li>• Communication and people skills.</li><li>• Training and mentoring</li><li>• Human Resource and performance management control.</li></ul> | <ul style="list-style-type: none"><li>• Excellent business strategic presentation skills.</li><li>• Customer relations and legal compliance.</li></ul> |
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## Career History

### 1.1 JULY 2011 TO PRESENT

#### ACTIVE BRAND COMMUNICATIONS

Edenvale, South Africa

#### PROJECT MANAGER

##### Responsibilities

As the Project manager at Active Brand I was responsible for planning and overseeing projects to ensure they are completed in a timely fashion and within budget. On a daily basis I planned and designated project resources, prepared budgets, monitored progress, and kept stakeholders informed the entire way. My main responsibilities were as follows:

1. Coordinate internal resources and third parties/vendors for the flawless execution of projects
2. Ensure that all projects are delivered on-time, within scope and within budget
3. Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
4. Ensure resource availability and allocation
5. Develop a detailed project plan to monitor and track progress
6. Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
7. Measure project performance using appropriate tools and techniques
8. Report and escalate to management as needed
9. Manage the relationship with the client and all stakeholders
10. Perform risk management to minimize project risks
11. Establish and maintain relationships with third parties/vendors
12. Create and maintain comprehensive project documentation
13. Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
14. Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels
15. Track project performance, specifically to analyse the successful completion of short and long-term goals
16. Meet budgetary objectives and make adjustments to project constraints based on financial analysis
17. Develop comprehensive project plans to be shared with clients as well as other staff members
18. Use and continually develop leadership skills
19. Attend conferences and training as required to maintain proficiency
20. Perform other related duties as assigned
21. Develop spreadsheets, diagrams and process maps to document needs

### AUGUST 2008 – JUNE 2011

#### JORDAANS INCORPORATED

Heidelberg, South Africa

**BOOKKEEPER and OFFICE ADMINISTRATOR****Responsibilities:**

- Pastel accounting
- Receptionist duties
- Petty cash
- Office administration
- Invoicing
- Reconciliation
- Tax affairs
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management

**AUGUST 1999– MAY 2008****HEAD START RECRUITMENT****Bruma, South Africa****OFFICE ADMINISRATOR:****Responsibilities:**

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

**Reason for leaving: Promotion opportunity****Key Strengths**

- Strong coordination, implementation, and management
- Strong planning, organising, and monitoring abilities and an efficient time-manager.
- Able to manage, develop and motivate people and turn under performance into top performance.
- Enthusiastic with the ability to motivate self and others in a pressurised environment.
- Management and Leadership capabilities.
- Able to organise people and systems effectively to achieve business objectives.

**References on Request:**