

**Curriculum Vita**  
**Of**  
**Melissa Coetzee**

**Personal Details:**

Name & Surname:	Melissa Coetzee
Preferred Name:	Melissa
Nationality:	SA Citizen
Race:	White
Gender:	Female
ID Number:	9201210075086
Contact Numbers (Cell & Work):	072 630 1942 Alternative: 083 408 8159
E-mail Addresses:	<a href="mailto:melissa.minniemys@gmail.com">melissa.minniemys@gmail.com</a>
Current Employer:	Demartini Institute
Province:	Gauteng Province
Position:	DTP Assistant
Role:	Create mailers, flyers, posters and all advertising materials for the Demartini Institute

**Career Summary:**

- Currently: DTP Assistant at the Demartini Institute (from Feb 2013 to present)
- Graduated 2<sup>nd</sup> year Media Design (Completed 2 year course)
- Matriculated – 2010
- Last Employer – Frik Ernst Printers 2011 (Part time work for the duration of 5 months to gain hours and experience in the printing industry) Responsibilities were: Designing, working directly with clients, answering the phone, assisting in the cutting of vinyl's and putting together correx boards etc.
- Freelance work for outside clients in 2012

### **Qualifications:**

Date:	2010
Type of qualification:	Metric
Institute:	Noordheuwel High School

Subjects:	
English	67%
Afrikaans	73%
Maths	46%
Business Studies	67%
Computer Literacy	80%
Engineering Graphics and Design	72%
Life Orientation	81%

Overall Pass Rate (with university exception) 69%

Date:	2011
Type of qualification:	Media Design 1 <sup>st</sup> year Certificate
Institute:	Damelin Westrand

Subjects:	
Animation	67%
Ideas Generation	67%
Design Principles	50%
Design Methods	50%
Historical Referencing	67%
Multi- Media and Authoring	67%
Computer Applications in Art and Design	67%
Drawing	71%

Practical Exam	67%
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Date:2012

Type of qualification: Media Design 2<sup>nd</sup> year Certificate  
Institute: Damelin Westrand

Subjects:

Ideas in Context	69%
Managing the Design Production Process	75%
Multimedia Web Authoring	76%
Corporate Identity	69%
Critical Studies	74%
Communicating with images	73%
Professional Studies	78%
Working in the digital environment	74%
Practical exam	66%
Theory Exam	78%

### **Personal Competencies**

Fully Computer literate in the following programs:

- Microsoft Word 2007/2010
- Microsoft PowerPoint 2007/2010
- Microsoft Excel 2007/2010
- Access 2003
- Adobe Photoshop CS5
- Adobe Illustrator CS5
- InDesign CS5
- Dreamweaver CS5
- Corel Draw x4
- Outlook
- Internet Explorer / Chrome
- 
- Self started, motivated and energetic
- Able to work with little or no supervision

- Result orientated
- Goal driven
- Passionate
- Strive for success

### **References:**

- Frik Ernst  
Owner of Frik Ernst Printers  
Contact Number: 082 331 8438
- Alexandre Bouca  
Owner / co-finder: Subtract  
www.subtract.co.za  
Facilitator: partly 2011, full year of 2012  
Contact number: 0832161957
- Gordon Downing  
Owner: Business card world  
www.businesscardworldgauteng.co.za  
Facilitator: partly 2011, full year of 2012  
Contact number: 073 824 8350
- Natalie Cochran
- Company: Demartini Institute  
Manager: Graphic Designer  
[www.DrDemartini.com](http://www.DrDemartini.com)  
Contact Number: 072 243 8747

### **About me**

I am a creative and enthusiastic person that strives to design and create extra ordinary projects from start to finish. I am determined to start off my career as a Graphic Designer Through a company that will help me achieve my goals in life and in the interim grow with the company as an individual. I am self confident and enjoy meeting new people. I like to take on new challenges and to turn it into a success.

To view some of my portfolio work you can visit my website:  
[www.melissacoetzee.co.za](http://www.melissacoetzee.co.za)



**STATEMENT OF RESULTS / STAAT VAN UITSLAE  
NATIONAL SENIOR CERTIFICATE / NASIONALE SENIOR SERTIFIKAAT**

NOVEMBER 2010

MELISSA COETZEE

EXAMINATION NUMBER / EKSAMENNOMMER 4216686  
ID NUMBER / ID NOMMER 9201210075086

CENTRE / SENTRUM (8250266) HOERSKOOI NOORDHEUWEL

(801) GAUTENG DEPARTMENT OF EDUCATION GAUTENG DEPARTEMENT VAN ONDERWYS

Code Kode	Subjects Vakke	Percentage Persentasie	Achievement level Prestasievlak
AFRHL	Afrikaans Huistaal	73	6
ENGFA	Engels Eerste Addisionele Taal	67	5
MATH	Wiskunde	46	3
LIFE	Lewensoriëntering	81	7
BSTD	Besigheidstudies	67	5
CATN	Rekenaartoevoegingstechnologie 30 WPM	80	7
GRDS	Ingenieursgrafika en -ontwerp	72	6
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX

Die kandidaat kwalifiseer vir die Nasionale Senior Sertifikaat en voldoen aan die minimum vereistes vir baccalaureus graad-, diploma of hoër sertifikaatstudie soos gepubliseer in die Staatskoerant vir toelating tot hoër onderwys.

Certified true copy of the original  
Documentation. Documents verified

Name of Certifying Officer

Signature of Certifying Officer

Key West - Code 5841

Date: 10/2/2011

Ex Officio Commissioner of Oaths  
by virtue of Office as Officer of  
The Standard Bank of South Africa Limited.  
Reg. No. 1963/000335/06  
KEY WEST

DATE / DATUM 2011/01/01

Authorised signatory

Head of Department  
Departementshoof

Achievement Level Prestasievlak	Achievement Description Prestasiebeskrywing	Marks % Punte %
7	Outstanding achievement / Uitsonderende prestasie	80 - 100
6	Mentorship achievement / Vriendeslike prestasie	70 - 79
5	Substantial achievement / Beduidende prestasie	60 - 69
4	Adequate achievement / Voldoende prestasie	50 - 59
3	Moderate achievement / Matige prestasie	40 - 49
2	Elementary achievement / Basiese prestasie	30 - 39
1	Not achieved / Onvoldoende prestasie	0 - 29

DIE NASIONALE SENIOR SERTIFIKAAT SAL AAN DIE SKOOL GESTUUR WORD.

THE DEPARTMENT RESERVES THE RIGHT TO EFFECT CHANGES TO THIS DOCUMENT IF NECESSARY  
INDIEN NODIG BEHOU DIE DEPARTEMENT DIE REG OM WYSGINGS AAN DIE DOKUMENT AAN TE BRING

January 2012

## NOTIFICATION OF RESULTS

Learner Name:

Cootzee Melissa

ID No:

9201210075086

Programme:

Certificate in Advanced Media Design and Technology – Level 1

School:

Media and Design Technology

Year:

2011

Semester:

1<sup>st</sup> & 2<sup>nd</sup>

FT/PT:

FT

Campus:

West Rand

Module	POE Status	%	C/NYC	Semester	Year Completed
Literacy Skills 1 <sup>st</sup> Language NQF 4	N/A		Credit	2 <sup>nd</sup>	2011
Literacy Skills 2 <sup>nd</sup> Language NQF 4	N/A		Credit	1 <sup>st</sup>	2011
Mathematical Literacy NQF 4	N/A		Credit	1 <sup>st</sup>	2011
Animation Techniques	C	67	Competent	1 <sup>st</sup> & 2 <sup>nd</sup>	2011
Computer Applications in Art and Design	C	67	Competent	1 <sup>st</sup> & 2 <sup>nd</sup>	2011
Design Method	C	50	Competent	1 <sup>st</sup> & 2 <sup>nd</sup>	2011
Design Principles	C	50	Competent	1 <sup>st</sup> & 2 <sup>nd</sup>	2011
Drawing Techniques and Approaches	C	71	Competent	1 <sup>st</sup> & 2 <sup>nd</sup>	2011
Historical and Contextual Referencing	C	67	Competent	1 <sup>st</sup> & 2 <sup>nd</sup>	2011
Ideas Generation	C	67	Competent	1 <sup>st</sup> & 2 <sup>nd</sup>	2011
Multimedia Design and Authoring	C	67	Competent	1 <sup>st</sup> & 2 <sup>nd</sup>	2011
Practical Exam	N/A	67	Competent	2 <sup>nd</sup>	2011

C = Competent, M = Competent with Merit, D = Competent with Distinction, NYC = Not yet Competent

All learners who have been deemed Not Yet Competent (NYC) on any of their Media Design modules must refer to their detailed report to establish which tool needs to be re-submitted at a cost of R250.00 per tool per re-submission.

All learners qualifying for a supplementary or deferral examination must register for the relevant examination by contacting their relevant Programme Co-ordinator timeously at least a week before the supplementary session. A non-refundable fee of R300.00 is payable per supplementary examination upon registration.

Please note that a qualification is completed successfully once a learner has been proven competent in both his/her Theoretical and Practical Final Summative Assessments, passed all his/her individual modules as well as passed the Exhibition. All of these criteria must be achieved.

Should you require any further information, please do not hesitate to contact Jolande Lingenfelder at (011) 955 5326.



GERDA ROBINSON  
Education, Training & Development Manager

## DIRECTORS:

T W Smith  
J Snyman  
G Robinson

TW SMITH & CO (Pty) Ltd  
Trading as  
Damelin Krugersdorp  
Reg. No. 97/21121/07

December 2012

## NOTIFICATION OF RESULTS

Learner Name:

Melissa Coetzee

ID No:

9201210075086

Programme:

Certificate in Media Design and Technology – Level 2 of 2

School:

Certificate in Media and Design Technology – Level 2 of 2

Year:

2012

Semester:

1<sup>st</sup> & 2<sup>nd</sup>

FT/PT:

FT

Campus:

West Rand

Module	POE Status	%	C/NYC	Semester	Year Completed
Ideas in Context	C	69	Competent	1 <sup>st</sup> & 2 <sup>nd</sup>	2012
Managing the Design and Production Process	C	75	Distinction	1 <sup>st</sup> & 2 <sup>nd</sup>	2012
Multimedia Web Authoring	C	75	Distinction	1 <sup>st</sup> & 2 <sup>nd</sup>	2012
Corporate Identity	C	69	Competent	1 <sup>st</sup> & 2 <sup>nd</sup>	2012
Critical Studies	C	74	Competent	1 <sup>st</sup> & 2 <sup>nd</sup>	2012
Communicating with Images	C	73	Competent	1 <sup>st</sup> & 2 <sup>nd</sup>	2012
Professional Studies	C	78	Distinction	1 <sup>st</sup> & 2 <sup>nd</sup>	2012
Working in the Digital Environment	C	74	Competent	1 <sup>st</sup> & 2 <sup>nd</sup>	2012
Practical Exam	N/A	66	Competent	2 <sup>nd</sup>	2012
Theory Exam	N/A	78	Distinction	2 <sup>nd</sup>	2012

C = Competent, M = Competent with Merit, D = Competent with Distinction, NYC = Not yet Competent

All learners who have been deemed Not Yet Competent (NYC) on any of their Media Design modules must refer to their detailed report to establish which tool needs to be re-submitted at a cost of R200.00 per tool per re-submission.

All learners qualifying for a supplementary or deferral examination must register for the relevant examination by contacting their relevant Programme Co-ordinator timeously at least a week before the supplementary session. A non-refundable fee of R350.00 is payable per supplementary examination upon registration.

Please note that a qualification is completed successfully once a learner has been proven competent in both his/her Theoretical and Practical Final Summative Assessments, passed all his/her individual modules as well as passed the Exhibition. All of these criteria must be achieved.

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