



Melanie  
Badenhorst

## PERSONAL DETAILS

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Date of Birth: 11 December 1972  
Languages: English (Excellent); Afrikaans (Fair)  
Years Experience: 20 years  
Countries worked in: South Africa

## CONTACT INFO

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## ACADEMIC BACKGROUND

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- Adobe Illustrator, South Africa, 2019
- Microsoft Office Suite 2013 (refresher courses) , South Africa, 2016
- ArcGIS 10 software (skilled in GIS for mapping – level 1), South Africa, 2012
- Adobe Photoshop CC2015/6.0, South Africa, 2012
- Microsoft Frontpage/Visio/CoralDraw, South Africa, 2005
- Desktop Publishing – Hirt and Carter, South Africa, 2002
- Survey Course - (NGI: Dept Rural Development previously Department of Land Affairs), South Africa, 1994
- National Senior Certificate, South Africa, 1990

## FIELD OF SPECIALISATION

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She is a Project Leader's Assistant and Senior Operations administrator at PDG. She has been at PDG for the past 15 years. She supports management with much of her focus on providing project administration, operational and HR related assistance. Prior to this she had been working in the secretarial field for a period of about 6 years.

## WORK EXPERIENCE

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### Mar 03 – present

PDG, Cape Town, South Africa

PLA and Senior Operations Administrator

**Jan 93 – Feb 03**

Dept: National Geospatial Information (NGI), Cape Town, South Africa  
Survey Officer and who became Secretary to Director

## **KEY RESPONSIBILITIES**

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### **Project leader support:**

- Proposal development – Full tender process from sourcing through to administration and submission)
- Project administration (setups, maintenance and closures, subconsultant invoicing)
- Technical project support –Excel spreadsheets/PowerPoint presentations and graphic support, data research and capture, formatting of reports
- General administration – dealing with couriers, switchboard duties, assisting with travel arrangements (Ad hoc)
- Showcase coordination and implementation

### **Operations support:**

- Monitor staff time entries to feed into Operations report
- Generate management operations reports regarding project status, consultant performance and resource planning for monthly meetings
- Prepare analysis reports for Year End reporting as well as for the purpose of forming part of consultants appraisals and Stratplan sessions

### **Marketing:**

- Update and maintain company website
- Maintaining and updating company report templates, company profiles and consultant CVs when required

### **HR:**

- Assistance in administration of recruitment (scanning of incoming CVs, shortlisting, setting up of interviews)
- Preparation of induction processes for newly appointed candidate (including scheduling a 2 week induction calendar)