

Curriculum Vitae

Wendy Marock

Profession: Sales Manager / Admin Manager

Personal

Date of birth: 23 August 1965
 Nationality: South African
 Marital status: Married
 Dependants: 2
 Drivers Licence: 08
 Hobbies: Reading, walking, gym, camping, 4x4, gardening

Experience

- Extensive Sales experience over the past 25 years. Achieved top sales position in various companies.
- Extensive (6 years) Waste experience gained in Kwa Zulu Natal and Cape Town.
- Compilation of SHEQ reports and administration for EMC Training (Pty) Ltd and SHEQPlus Consulting.

Education

- Hillcrest High School, KZN – Matric (1983)
 English, Afrikaans, Maths, Geography, Biology, Home Economics

Courses

- **Skills Development Facilitator (SDF)**
 Unit Standard ID: 1521. NQF level 5 : Credits 6.
 Develop an Organisational and Development Plan
 (2011 – Executive Coaching and Facilitation – Certificate No.SD201122)
- **OHSAS 18001 Lead Auditor Training Course**
 (2009- QSi Holdings – Certificate No. QSi/02/2254)
- **Isometrix Site Administrator**
 (2009 – Metrix Consulting & training Services)
- **Health & Safety Representative**
 (2008 - Metrix Consulting & Training Services)
- **Certificate in Estate Agency**
 (2002 - The Estate Agency Affairs Board)
- **Professional Selling Skills**
 (2000 - Achieve Global)
- **Core – First Line Management Skills**
 (1997 - Dyna)
- **Executive Selling Skills 2**
 (1991 - Mick Mc Cormick Training)
- **Executive Selling Skills 4**
 (1991 - Mick Mc Cormick Training)
- **Selling Skills**
 (Sales Impact)
- **MS Word**
 (Coopers & Lybrand)

- **MS Excel**
(Coopers & Lybrand)
- **Power Point**
(Creative Minds)

Employment

- **Current: Member / Sales & Admin manager – SHEQPlus Consulting.**
- **January 2007 to September 2008: Sales Director - Cape Promotional Marketing (Pty) Ltd**
(Manufacturer and supplier of custom designed stationary and promotional products)
 - Job description: Maintaining major house accounts.
Managing and motivating sales team.
Maintaining sales database and monitoring gross profit of sales.
Assisting in sourcing suitable raw materials for design and manufacture.
- **April 1999 to August 2002: Senior Sales Consultant – Cleancor (Pty) Ltd**
A division of Servest Ltd
(Commercial and industrial cleaning as well as other soft services such as security, waste management, hygiene etc.)
 - Job description: Maintaining existing accounts.
Identifying and securing new business.
Top sales consultant nationally for 2 years running.
- **February 1998 to March 1999: Sales Consultant - Wasteman (Pty) Ltd**
(Collection, transportation and disposal of commercial and industrial waste)
 - Job description: Identifying and securing new business.
Maintaining existing accounts / contracts.
Visiting sites, assessing the waste generated and the disposal solution thereof.
- **April 1993 to December 1997: Sales Supervisor - Waste-Tech (Pty) Ltd**
Formally Waste-Tron Services (Pty) Ltd
(Collection, transportation and disposal of commercial and industrial waste. Waste-Tron Services owned an H:h landfill site)
 - Position: Sales consultant in the commercial division. Stabilised and developed this division into one of the company's most successful product lines.
Sales consultant in the industrial division handling hazardous and non-hazardous waste.
Sales Supervisor for two years with 5 sales staff.
 - Job description: Identifying and securing new business.
Maintaining existing accounts / contracts.
Ensuring the growth of total customer base at acceptable profit rates.
Monitoring sales costs, revenue, customer service quality and the performance of the sales team.