

10:30 Wed 9/26

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Server

Objectives

Seeking a challenging position which will enable me to use my skills and abilities, acquired through experience and education, with the potential to contribute to the positive growth of the organization and larger population.

Education

Masters in Marriage and Family Therapy. Pepperdine University (13/4/2012-current)

- Major in Psychology
- Member of PsiChi
- Organizer of a summer building project in India
- Expected date of completion: 05/2013

Bachelors of Arts. Brandman University (3/2/2011-4/12/2012)

- Major in Psychology
- Full-time student while employed full time
- Graduated with 3.8 average

Honors in Clinical Psychology. UNISA (7/12/2010-2/15/2011)

- Major in Clinical Psychology
- Part of Autism Spectrum Disorder research team
- Graduated with honors

Bachelors of Arts in Humanities. Stellenbosch University (1/23/2006-11/29/2008)

- Double majored in Psychology and Sociology
- Played for the University Soccer team
- Had a leadership role in a campus-wide HIV/Aids campaign
- Sports chair for on-campus sorority
- Spent time volunteering in multiple non-profit organizations

Further Qualifications

APA Certificate in Autism Spectrum Disorder

➤ # 31167

Infant, Child and Adult CPR

➤ # 57200195-9361

Certified Psychiatric Technician (NCPT)

➤ # 2010-103

Experience

Clerical Coordinator (09/11/2010 – 10/26/2011)

Hoag Hospital, Newport Beach (Carla Schneider: 949-764-8376)

As a clerical coordinator my duties included answering phones, making calls to on-call doctors, entering laboratory orders, dispositioning and discharging charts, creating call-panels, faxing and scanning physician orders, constructing admit-charts, taking phone calls from the public and multitasking. A big part of my job required me to be extremely proficient with several computer programs. Programs used on a daily basis included Microsoft Excel, PowerPoint, CSM, Afinity and Amelior. The most valuable skill developed in this position is multi-tasking. I was expected to maintain concentration and work quickly and efficiently while taking requests from doctors and nurses, answering phones and performing any tasks of highest priority.

Teacher (7/20/2009 – 10/25/2009)

The Barnyard School (Daleen Cronje: +27 764 815958/thebarnyardshool@yahoo.com)

As a kindergarten teacher of a class of 2 to 3-year olds, my duties included designing and presenting lesson plans, exercise programs, art activities and eating plans. I would initiate conversation about a chosen topic, encouraging speech and goal oriented thought processes. I would plan physical activities, art projects and games to develop gross- and fine-motor skills and to encourage creativity.

HIV/Aids Peer Educator (6/10/2008 – 3/29/2009)

The Office for Institutional HIV (Jaco Brink: +27 846 765523/jgbrink@sun.ac.za)

For this position I took part in extensive training in HIV/Aids. Apart from learning about the epidemic itself, this training involved improving communication skills, learning to mediate discussions, marketing and counseling. My daily duties included approaching students on campus and informing them of the specifics surrounding HIV/Aids, why it is important to get tested and how they can make a difference among their peers. The largest project that I took part in was a marketing and testing campaign. I was the photographer and coordinator of the design team for

the print-media aspect of the campaign. Some of the many skills learned from this experience include leadership, communication and conflict resolution.

HIV/Aids Testing Recruiter and Counselor (7/13/2008 – 6/17/2009)

The Victoria Street Clinic (Letitia: +27 21868 3990/+27 7822 16759)

My work at this clinic included distributing flyers and approaching pedestrians around town. We would discuss the facts surrounding HIV/Aids, dispelling myths, explaining the testing process and helping them contend with the results after testing. In this position I gained the confidence to approach strangers and strike up a conversation. I learned to be sensitive and empathetic to what individuals went through during the testing process.

Personal Assistant (3/14/2007 – 10/20/2008)

Heleen Bossi (+27 834 534360)

My job description included administration and office support, but I was also responsible for the care giving and transportation of children. My primary duties included organizational office projects, the handling and transportation of large sums of money and running of administrative errands.

Volunteer (1/15/2007 – 6/2/2008)

The Kyamandi Street Projects (Stellenbosch, South Africa)

This organization was a non-profit home for orphaned boys. My contribution included engaging in sports activities, helping with their homework and occasionally preparing meals. This was a valuable learning experience in humility and helped me appreciate what a difference loving attention can make in another person's life.

Volunteer (2/14/2008 – 11/10/2008)

Geluk's Oord Retirement Home (Dr. Retief: +27 2188 73124)

As a voluntary "visitor", I was responsible for keeping the residents company on a regular basis, assuring them that they have someone to talk to. I built personal relationships with the residents and made myself available to listen to their feelings, thoughts and concerns. This was a valuable experience for me in learning patience and reliability.

Waitress and hostess (2/6/2006 – 6/29/2007)

Stellenbosch Hotel (Laurie: +27 2188 73644)

My work in the restaurant included setting and waiting tables, greeting customers, making bookings, delivering room service, preparing banquet halls and assisting with event planning. This position required discipline multitasking and consistency in mood and energy. Through this job I furthered my communication, sales and multitasking skills.

Skills

- **Interpersonal:**
 - Worked as a counselor for HIV/Aids testing
 - Volunteered with Elderly at a retirement home
 - Worked with orphaned children at a recreational program
 - Ran a developmental program with an autistic boy
- **Language and Communication:**
 - Speak 3 languages fluently; English, Afrikaans and Dutch
 - Can speak Xhosa and Zulu conversationally
 - Was often employed by University newspaper to translate press releases between English and Afrikaans.
 - Sociology Major was focused around communication
 - Traveled to 14 different countries learning different customs and conversational protocol.
- **Office and Organizational:**
 - Naturally very meticulous and organized
 - Gained management skills in office setting
 - Gained experience in hospital protocols from work in Hoag Hospital
 - Managed other employees and various office projects
 - Redesigned the filing and billing system under employment of Heleen Bossi, making the work space more efficient and increasing response time on billing and financial reports.
 - Designed power point presentations for orientation of new HIV Peer Educators
 - Arranged client contracts for Heleen Bossi
- **Marketing and Creative Projects:**
 - Created business cards, letterheads and flyers.
 - Designed and distributed flyers and posters for a local fund raiser
 - Headed an HIV marketing campaign
 - Worked as photographer and designer for University marketing campaign