**Curriculum Vitae-** *Andrea Altgayer*

**1.Personal Data**

**Name:** Andrea Altgayer

**Home Address:** 12 Beechwood Manor, 69 Van Buuren Rd, Bedfordview

**Telephone Number:** 083-686-4206

**LinkedIn Profile:** [https://www.linkedin.com/in/andrea-altgayer-33352b33 **HYPERLINK "https://www.linkedin.com/in/andrea-altgayer-33352b33/"/**](https://www.linkedin.com/in/andrea-altgayer-33352b33/)

**E-mail Address:** andrea.altgayer@gmail.com

**Home Languages:** English, Spanish

**Other Languages:** French, Afrikaans

**2. Employment History**

**2.1. Name of Company**: Freelance

 **Position:** Camera Operator, Writer, Copy Editor, Proofreader, Translator,

 Transcriber, Virtual Administrative Assistant

 (13 September 2017 – Current)

 **Duties:** Working on pre-recorded programmes; writing, proofreading,

 copy editing, translating and transcribing a wide range of

 documents for local and overseas clients; research; business

 correspondence and communication; booking appointments;

 data capturing and database maintenance

**2.2. Name of Company:** Amazon Development Centre South Africa

 **Position:** Customer Services Associate: Virtual Technical Support -

 Seasonal Contract

 (25 October 2020 – 30 January 2021)

 **Duties:**  \*Responding to and resolving customers’ queries

 \*Troubleshooting electronic devices and apps

 \*Helping customers with account-related issues, refunds and

 replacements, subscriptions

\*Helping customers to set up their devices;

\*Research

\*Creating and following up on trouble tickets

**2.3. Name of Company:** CNBC Africa

 **Physical Address:** 155 West Street, Sandown, Sandton

 **Position:** Studio Camera Operator (1 April 2007 – 12 September 2017)

 **Duties:** \*Shooting live and pre-recorded broadcasts and media training

 sessions

\*Operating the following cameras: Grassvalley LDK300,

 Sony BVP950P, Panasonic P2HD;

\*Operating a Jony Jib (2012 – 2016)

\*Operating a Panasonic ARP50 remote camera controller

 (July 2017 -12 September 2017)

\*Taking directions from floor managers and directors \*Liaising with floor managers, producers, directors and anchors

\*Assisting audio engineers with daily studio audio setup \*Assisting vision controllers and standing in for them when

 required.

\*Operating an autocue/teleprompter when required

\*Changing sets

\*Preparing and maintaining the studio and its equipment

\*Reporting faults to Broadcast Engineers

\*Ensuring the smooth day-to-day running of the studio

**2.3**. **Name of Company:** Freelance

 **Position** Camera Operator, Camera Assistant, Production

Co-Ordinator, Production Assistant

 (January 2004 – 1 April 2007)

 **Duties**: Worked on commercials, documentaries, children’s

 programmes, music videos, reality programmes, corporate

 videos

 **2.4. Skills:** \*MS Office

 \*Google Workspace

 \*Social Media Management and Digital Marketing

 \*Writing, Proofreading, Copy Editing

 \*Photography

 \*Videography

 \*Content Creation

 \*Content Research

 \*Translations (English, Spanish, French, Afrikaans)

 \*Customer Service

 \*Tech savvy

**3. Higher Education**

**University:** (University of South Africa: January 2017 – present)

 BA degree in Economics and Industrial Psychology

**Training Institution:** (Learnfast, Sandton - July 2017)

 Certificate: Principles of Graphic Design

**University: (**Monash University, South Africa – June 2006)

 Certificate: “Storytelling through the Camera”

**University:** (Monash University, South Africa – September 2006)

 Certificate: Multi-Camera Studio Directing

 **4. Education**

**School:** National School of the Arts, Braamfontein

 Matriculated with University Exemption

**Subjects:** English, French, History, Afrikaans, Art (Drawing,

History of Art, Photography, Painting)

**5. General**

**Interests:** Broadcasting, film, television, current affairs, art, creative

 writing, literature, photography, dance, theatre, soccer,

 health and fitness, gardening, flower arranging

**Professional Memberships:** Member of South African Freelancers’ Association (SAFREA)

**Volunteer Experience: 1) Bedfordview Library Children's Corner**

 **(July 2023 - Present)**

This is a community initiative led by two of my neighbourhood's

 ward committee members. It is an effort to promote the library in

 our community and surrounding areas, to boost revenue by

 increasing the number of memberships and to provide a safe, fun

 environment where families can spend time together.

 I assist with attendance registration forms, promote it on social

 media, read to the children, participate in educational activities

 and provide any other assistance when required.

 Ref: Vis Naidoo - Ward Committee Member: 082 782 9872

 **2)Recycle 4 Rescue**

 **(May 2023 - Present)**

Recycle 4 Rescue is an NGO in Bedfordview which uses the

 funds that it raises through its recycling initiatives to ptovide free

 sterilisations and other medical care to pets whose owners are in

 financial distress.

 I help to transport pets to their veterinary appointmets; I also

 collect donations for the pets and their owners and raise awareness

 on social media.

 Ref: Kaylene Ferreira- Founder: 082 572 1882

 **3.ILab Foundation SA:**

 **(2022 - Present)**

ILab SA is an NGO based in Diepkloof, Soweto that provides free,

 fully accredited skills training to unemployed young people in the

 area.The courses include: robotics, coding, software development,

 app development, entrepreneurship, cellphone repairs and more.

 I help to collect donations and to promote them on social media.

 Ref:Theodore Sibusiso Sibeko - Founder: 082 741 0334

 **4.Recycling**

 **(January 2017 - Present)**

I drop off my household's plastics, paper, tin and glass at various

 recycling depots once a week.This includes those owned and managed

 by Recycle 4 Rescue.I also donate recycling material to informal

 recyclers in my area.

 **5) Support for the South African Guide Dogs Association**

 **(March 2022 –Present)**

 I use my social media to promote and raise funds for the

 organisation.

**6.Professional References**

**1.Ncumisa Mtshali Head of Human Resources**

Amazon Development Centre South Africa

Wembley Square 2, 134 Solan Rd, Gardens, Cape Town, 8001

 Tel:([021) 467 0101](https://www.google.com/search?rlz=1C1KMZB_enZA572ZA577&sxsrf=ALeKk03yYqlSKUzxMyoTx7ZAdTJhkElnUA%3A1611016182801&ei=9icGYPemMMq2kwXT5ISYBw&q=amazon+development+centre+south+africa&gs_ssp=eJwNyEsOQDAQANDYStyhG7ZmqDYcwS3GdHwS1LcRp2fzFi9O8iFH7GwIm9kNRE0KDzpmYwutDZO10jfw1KWDDv5EjVVdQZvRQq9flZMgs98WWS_FP4eo09_XqKg_JqYPDycdjQ&oq=%22Amazon+Development+&gs_lcp=CgZwc3ktYWIQARgAMg0ILhDHARCvARAnEJMCMgQIIxAnMgIIADIICC4QxwEQrwEyAggAMgIIADICCAAyAggAMgIIADIICC4QxwEQrwE6BwgAEEcQsAM6CgguEMcBEK8BECc6CggAELEDEMkDEEM6BQgAEJECOgoIABCxAxCDARBDOgQIABBDOggIABDJAxCRAjoICAAQsQMQgwE6BwgAEBQQhwI6CQgAEMkDEBYQHjoGCAAQFhAeUMmcAViH1gFgmOoBaAFwAngBgAH0AogB4SKSAQYyLTEwLjWYAQCgAQGqAQdnd3Mtd2l6yAEIwAEB&sclient=psy-ab)

 nmtshali@amazon.com

**2.Ms. Micaela Swanson Team Manager**

Amazon Development Centre South Africa

Wembley Square 2, 134 Solan Rd, Gardens, Cape Town, 8001

 Tel: (021) [467 0101](https://www.google.com/search?rlz=1C1KMZB_enZA572ZA577&sxsrf=ALeKk03yYqlSKUzxMyoTx7ZAdTJhkElnUA%3A1611016182801&ei=9icGYPemMMq2kwXT5ISYBw&q=amazon+development+centre+south+africa&gs_ssp=eJwNyEsOQDAQANDYStyhG7ZmqDYcwS3GdHwS1LcRp2fzFi9O8iFH7GwIm9kNRE0KDzpmYwutDZO10jfw1KWDDv5EjVVdQZvRQq9flZMgs98WWS_FP4eo09_XqKg_JqYPDycdjQ&oq=%22Amazon+Development+&gs_lcp=CgZwc3ktYWIQARgAMg0ILhDHARCvARAnEJMCMgQIIxAnMgIIADIICC4QxwEQrwEyAggAMgIIADICCAAyAggAMgIIADIICC4QxwEQrwE6BwgAEEcQsAM6CgguEMcBEK8BECc6CggAELEDEMkDEEM6BQgAEJECOgoIABCxAxCDARBDOgQIABBDOggIABDJAxCRAjoICAAQsQMQgwE6BwgAEBQQhwI6CQgAEMkDEBYQHjoGCAAQFhAeUMmcAViH1gFgmOoBaAFwAngBgAH0AogB4SKSAQYyLTEwLjWYAQCgAQGqAQdnd3Mtd2l6yAEIwAEB&sclient=psy-ab)

 Cell: 063 161 8975

**3. Ms. Angelique Viljoen Trainer and Advanced Technician**

Amazon Development Centre South Africa

Wembley Square 2, 134 Solan Rd, Gardens, Cape Town, 8001

 Tel:([02](https://www.google.com/search?rlz=1C1KMZB_enZA572ZA577&sxsrf=ALeKk03yYqlSKUzxMyoTx7ZAdTJhkElnUA%3A1611016182801&ei=9icGYPemMMq2kwXT5ISYBw&q=amazon+development+centre+south+africa&gs_ssp=eJwNyEsOQDAQANDYStyhG7ZmqDYcwS3GdHwS1LcRp2fzFi9O8iFH7GwIm9kNRE0KDzpmYwutDZO10jfw1KWDDv5EjVVdQZvRQq9flZMgs98WWS_FP4eo09_XqKg_JqYPDycdjQ&oq=%22Amazon+Development+&gs_lcp=CgZwc3ktYWIQARgAMg0ILhDHARCvARAnEJMCMgQIIxAnMgIIADIICC4QxwEQrwEyAggAMgIIADICCAAyAggAMgIIADIICC4QxwEQrwE6BwgAEEcQsAM6CgguEMcBEK8BECc6CggAELEDEMkDEEM6BQgAEJECOgoIABCxAxCDARBDOgQIABBDOggIABDJAxCRAjoICAAQsQMQgwE6BwgAEBQQhwI6CQgAEMkDEBYQHjoGCAAQFhAeUMmcAViH1gFgmOoBaAFwAngBgAH0AogB4SKSAQYyLTEwLjWYAQCgAQGqAQdnd3Mtd2l6yAEIwAEB&sclient=psy-ab)1)467 0101

 Cell: 072 648 0285

**4. Mr. Jean Landsberg: Head of Broadcast Operations**

CNBC Africa, 155 West Street, Sandown, Sandton

 Tel: (011) 384-0300

 Cell: 072 593 3994

 Jean.Landsberg@abn360.com

**5. Mr Phil Wright Senior Technical Director**

CNBC Africa, 155 West Street, Sandown, Sandton

 Tel: (011) 384-0300

 Cell: 083 278 2493

 Phil.Wright@abn360.com

**6. Mr Dudley Langeveldt** **Former Studio Floor Manager**

 CNBC Africa

Cell: 076 807 1838 Email:duds@mailbox.co.za

**7. Personal References**

**1.Mrs Deirdre Alexander: Production Manager and close friend**

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