

CURRICULUM VITAE

Personal Details

Name	Boniswa
Surname	Notiki
Identity Number	7809210470081
Language	English (speak/ read/ write) Xhosa (speak/ read/ write) Afrikaans (speak{fair}/read/ write)
Marital Status	Single
Health	Excellent
Gender	Female

Contact Details

Address	P.O.Box 420 Rondebosch 7701
E-mail Address	bnotiki@varsitycollege.co.za
Cellular Number	082 951 9497
Telephone (w)	(021) 685 - 5021

Skills Developed

Interpersonal, Leadership, Organizing, Writing, Team Working, Sound Communication, Public Speaking, Group Facilitating, Management, Cataloguing, Classification, Researching and Computer skills
(Ms: Word/ Excel/ Access/ FrontPage/Powerpoint/Office Publisher and Internet)

Education

Secondary	Ntabenkonyana H.S. Middledrift
Matriculation Year	1996
Tertiary Diploma attained Year	University of the Western Cape Dipl. In Lib. & information science 2001
Degree attained Institution Major Courses Year	B.Bibl. Degree University of the Western Cape Library and Information Science 2003
Diploma Institution Year	Management (still to be completed) Border Technikon 1997

Career Objective

To secure a challenging position, which will offer the scope for personal growth and development

PERSONAL STATEMENT: Coming from a disadvantaged background, my driving force is to explore new avenues that will add value to my life and those around me. I take pride in going an extra mile to make things happen and can work well in a team. My ability is to identify obstacles, take them as challenges and find my way around them. Having been well equipped with skills from my work experience and tears of study, I hope to be an asset to your Organization or Department

Work/ Organizational Experience

Current Position Resource Centre: Information Specialist/ Librarian
Organization Varsity College
Responsibilities Organizing /managing the Resource Center
Cataloguing and classification of new library material using Inmagic DBText
And Inmagic Genie.
Ordering of new books and journals
Follow up on renewals (journals) and invoices
Issuing out library material to users
Help students doing research online, using books and databases
i.e. Thomson Gale databases
Directing Resource Centre users to relevant information

Previous Position Researcher
Organization Cape Media Corporation

Position Librarian
Organization Library Business Corners: {Organizing/managing the Resource Center}
Compiling bibliography using PALS
Circulating Business books to Public Libraries
Working closely with other Librarians

Position Information Specialist's assistant
Organization WESGRO (NGO) {Assisting clients in person and via emails with information}

Position Student Assistant
Institution UWC Library: {Assisting students in mastering a computerized Library Catalogue}

Achievements

- Registration Award 2007 for demonstrating superb skills in Library Management
- I personally started Varsity College Library and it has been voted to be the most Glamorous library nationally for the second year in succession.
- Prizes and Certificate in Student Cleanliness (UWC)

REFERENCES

Mr. Ananias, Makhado (WESGRO) Information Specialist
Tel. (031) 366-0656/ Cell. 083 346 2819
Email: ananias@tikzn.co.za

Miss Gail Jacobs (LBC, Library Business Corners) CEO
Postnet Suit 40, Private Bag X3, Roggebaai, 8012
Tel. (021) 488-3400 Cell. 083 390 4276 Email: gaillbc@iafrica.com

Ms. Lungi Katiya (Head: Librarians)
Independent Institute of Education - IIE (Varsity College)
Tel: (011) 348-0021 Email: lkatiya@varsitycollege.co.za

DECLARATION BY THE APPLICANT:

I solemnly declare that the information stated in this Curriculum Vita is true to the best of my knowledge And belief.