

CURRICULUM VITAE

PERSONAL INFORMATION

Surname: **OOSTHUYSEN (nee VISSER)**

Names: **Cornelia Gertruida (Nelia)**

Date of birth: **7 March 1969**

Contact details: **082 775 9102**

SUMMARY OF WORK EXPERIENCE AND SERVICE HISTORY

Web Manager: Faculty of the Humanities and the Faculty of Education	2008 - currently	UFS
Part-time involvement in Strategic Communication	2009 - currently	UFS
Research Co-ordinator: Directorate for Research	2006-2007	UFS
Part –time lecturer in the Department of Computer Science (third years)	2006-2007	UFS
Software analyst (Administration of operating systems, installation and maintenance of software packages, compilation of standards and procedures for operating systems, configuration of hardware for computer management purposes - LAN and WAN, compilation of automatic fault tolerance report systems, automatic reports and sundry other programming functions) Project management	1994-1997	SASOL
Senior programmer (System developer, installation of operating systems) Project management (to implement backup systems and procedures.)	1992-1993	PAO

COMPETENCY SUMMARY

Web development and maintenance

Project Management

Programming

Training

QUALIFICATIONS (All at the UFS):

M Com (Computer Science) (2010)

Mini-thesis titled: ***A Usability and Functionality Study of Intranet Websites at South African Universities***

N.G.O.S (Cum Laude)(2005)

Didactics of the following subjects:

Computer Studies

Accountancy

Business Economics

B. Com Honours' (1993)

Project Management

Business Intelligence Systems

Network Security

Data communication

Artificial Intelligence Systems

Project (a data base application developed in Clarion for the administration of a general practitioner's medical practice). The project included the following:

Design and implementation of a relational data base,

- Dealing with accounts,
- Daily visits,
- Additional income and expenses,
- Personnel system,
- Additional help functions e.g. backup, recovery and achieving of data.

B. Com (1991)

Economics I, II & III

Business Economics I, II & III

Operational Data Processing I, II & III

Mercantile Law I & II

Accountancy I & II

Statistics

Basic computer skills

ENRICHMENT COURSES ATTENDED SINCE APPOINTMENT AS WEB MANAGER

Adobe Photoshop Light room (2009)

Basic HTML Programming (2008)

Enhance Your Webpage (2008)

Blackboard (2010)

ENRICHMENT COURSES ATTENDED BETWEEN 1994 AND 1997

TCP/IP

UNIX

Beginners C Programming

C Programming

UnixWare system administration

Advanced UnixWare system administration

Shell programming for system administrators

Service and support (NetWare 3)

Network technology

Fundamentals of the functioning of the Internet

Introduction to Logtrak (a Help Support system)

Completed the following courses and qualified as an ACE (Certified engineer - SCO UNIX machines) (1997):

- Network Administration
- System Administration
- Advanced System Administration
- Shell programming
- Completed all the courses for MCSE (Certified Microsoft Engineer)

Completed a Management Orientation Course (1992)

Completed internal UNIX and SQL training (1992)

Trained in Uniplex by UNISKILLS and licensed to do Uniplex training (1992)

LECTURE GIVEN

“A Usability and Functionality Study of Intranet Websites at South African Universities”, student symposium of the South African Academy of Science and Art (October 2009)

DETAILED WORK EXPERIENCE

2009 till currently

Work related:

Web management at the UFS: Faculty of Humanities as well as
Faculty of Education

Responsible for the maintenance and development of the Faculties' Web and Intranet.

Volunteered the following additional services:

- Place the Acta Academica Journal on the web.

- Maintaining the Arts Diary (in particular for the Departments of Music and Drama and Theatre which appears on the main page).
- After the purchase of a camera for the Faculty, I offered to photograph events within the Faculty as well as taking photographs of staff members.
- Updates on Blackboard.
- Electronic placement of all available year books (Faculties of the Humanities, Education and QwaQwa)

Plan and establish the Faculty of Humanities and the Faculty of Education's webpage for Qwaqwa.

Was approached by Strategic Communication to act as backup in case of staff absences or illness.

Responsible for the following:

- The compilation and posting of Edumela
- Placements on the main page (In the Spotlight, news, sport and culture)
- Approval/rejection of advertisements
- Tender placements
- Creating links to be used for the Digest, etc.

Completed a request from Strategic communication for an audit of the Faculty of Education.

Marking for the Faculty of Education for the following modules: EFK112 en ECS122.

Completed studies in **M Com (Computer Science)**.

Serve on the following committees:

- Faculty of Education's Web and IT committee (Faculty's web representative and secretary)
- Portfolio committee information technology (Representative for the Faculties of the Humanities and Education).

Other:

Serve on the Women's Management Committee: DR Congregation Berg-en-Dal

Development and maintenance of the DR Congregations Berg-en Dal's webpage(www.berg-en-dal.org)

Ward leader of the DR Congregation Berg-en-Dal

Block leader of DR Congregation Berg-en-Dal

Member of the Cantando@Bloem choir

Swam the Midmar-mile in 2009

2008

Work related:

Web manager at the UFS: Faculty of Humanities and
Faculty of Education

Responsible for the maintenance and development of the Faculties' Web and Intranet.

Studying towards my M Com (**Computer Sciences**).

Served on the following committee:

- Portfolio committee Information Technology (representative of the Faculty of Humanities and the Faculty of Education)

Other:

Ward leader of the DR Congregation Berg-en-Dal

2006 – 2007

Research coordinator at the: Research Directorate

Responsibilities included the following:

- Served as communications link between the Directorate of Research Development (DRD) and the Faculty of Humanities
- Management of all the finances related to the webpage
- Secretary of the Research Portfolio Committee
- Responsible for constantly strengthening communication amongst all the parties involved.

- Act as marketer to promote research.
- Attended the following meetings (when requested, recorded the minutes)
 - All DRD management meetings
 - Meeting between research coordinators in the faculties
 - Research Portfolio Committee: Humanities
 - Any other meetings related to research
- General administrative tasks in the Department of English and Classical Languages
(Handling of the marks of approximately 200 Latin and Greek students)

Part time lecturer in the Department of Computer Studies at the UFS

- Lecture to the students in network management (RIS344) on a part time basis

Registered for **M Com** (Computer Science - structured). This entailed three subjects from the Department of Computer Science and Information and three MBA from the School of Management.

2005

Enrolled as full- time PGCE student (Post Graduate Certificate in Education) at the UFS.

1998 – 2004

Full- time mother

Acted as moderator and marker for Technicon SA.

1994 – 1997

Software Analyst Grade II at Sasol GID in Johannesburg

Responsibilities included:

- Administration of Solaris 2.4 on production and development machines running MIMS (a financial system)
- Installation of MIMS

- Responsible for the maintenance of the MIMS package, M3lock (a security package) and Pspool (a printing package)
- Compilation of standards and procedures for the effective running of two Solaris 2.4 machines
- Supply support in the Unix environment

Transferred to the Rosebank branch (1995)

- UNIX en Novell maintenance and administration on a UnixWare machine en NetWare file server in the LAN environment.
- Generated the required reports for the Help Support System (Logtrak).
- Configured Sasol Oil and Sasol Ltd's concentrators for computer purposes.
- Developed standard procedures for the configuration of concentrators.

Transferred to Riverwoods (1996). Promoted to Technical Specialist Grade II.

- Responsible for the following network environment:
 - Installation of Optivity, SunNet Manager and Ciscoworks.
 - Developed and tested the link between NMS ("Network Management System") en Paradigm (Service Centre software) not yet in production.
 - Developed a mechanism for the NMS that sends messages to the caller when pre-determined errors occur. Cell phones were tested and approved as a means of communication by the Paradigm team but because of SMS restrictions not yet implemented.
 - Creation and automatization of the support environment for NMS.
 - Developed different reports that are generated automatically to help operators track errors in the NMS environment, for example daily reports of critical errors that occur, daily reports to determine the success of the backup that is take at night, etc.
 - A daily report was generated as a control and audit function of all the changes that were done to the switch configuration.
 - Various warnings by means of messages sent to operators built into the NMS, for example to determine if the FDDI ring went off.

- Testing the accessibility of the 3274's, etc.
- Developed a programme to determine the volume of traffic that a person or an area (e.g. an individual company in the die Sasol group) generates between two set points. It was used to develop models for the repair and network traffic patterns.
- Automization of the backup of rotators, concentrators and switches.
- Planning, motivation, purchase, implementation and automization of the backup environment in the Riverwoods area, which included 9 x Unix file servers, 3 x NT file servers and en 2 x Novell file servers.
- Evaluated systems management packages like Patrol, CA Unicentre, Platinum's DBVision and UniVision, etc.

Other:

Part-time lecturer: Wits, Department of Computer Science and Information

1992 – 1993

Senior Programmer with the Free State Provincial Administration

Developed a system in X 4GL to deal with enquiries related to accidents involving government vehicles.

Work in a UNIX operating system environment on a daily basis - administration

Installed various UNIX operating systems in the Free State

UNIX and application packages (mostly Uniplex) support

Completed the B.Com. Honours degree in July 1993

Do Uniplex training for users in Kroonstad, Winburg and Bloemfontein till the end of November

Nominated to do facilitate the advanced Uniplex training course for users.

1991

Student assistant for second year students in DBase programming

Other interests

Culture

Royal Schools Piano Grade 8

Member of the Free State Youth Choir, Cantando@Bloem

Completed a First Aid Course

Completed School Newspaper course

Sport

Hostel Representative for Hockey

Played tennis, table tennis and hockey for the residence

Completed a tennis coaching course

Swam the Midmar Mile

REFERENCES

Prof Dennis Francis. Dean of the Faculty of Education (051 401 9281)

Prof Lucius Botes. Dean of the Faculty of Humanities (051 401 2240)

Prof Steve Niemann. Previous acting Dean: Faculty of Education (083 557 6326)

Prof Gerhardt de Klerk. Previous Dean: Faculty of Humanities (083 276 5276)