

Chanté van Biljon

Skills and Software

Self-starter
Deadline driven
Detail orientated
Time management
Critical thinking
Research
Editing & proofreading
SEO knowledge
Copywriting
Content writing
Social media management
Basic photo editing
Versatility
Brain storming
QC & software testing
UX knowledge
WordPress
MS Office & Adobe
Gimp
English & Afrikaans (fluent)

Location:
Bloemfontein

076 884 5699
vanbiljonchante@gmail.com

SUMMARY

Literacy assistant
Social media and communications manager
Tutor (essay writing and mathematics)
Software tester
Proof-reader and platform manager
Freelancer content writer
Marketing coordinator and copywriter
Facilitator
Teaching assistant
Administrative assistant and receptionist
Tutor (African Philosophy)
Student Data Manager

B.A. General
B.A. Hons. Philosophy
Member of Golden Key International Honour Society

Published work: in The Hunters and the Hunted (Dragonband: Tales)
<https://amzn.to/3fukRGt>

EXPERIENCE

2020 - current

University of the Free State (Centre for Teaching and Learning)

Literacy assistant and Write Site consultant

- > Facilitate English Academic Literacy
- > Plan contact sessions in consultation with the module coordinator
- > Assess and mark subject content
- > Offer consultation sessions in the Write Site
- > Curriculum feedback

2019 - 2020

Fichardt Park Neighbourhood Association

Social media and communications manager

- > Manage FNA social media pages
- > Write and send communications via WhatsApp
- > Newsletter editor and contributor
- > Fichardt Park magazine contributor
- > Design and maintenance of website (fichardtpark.org)
- > On FICH-Mark committee
- > On PSHB taskforce

2019 - 2020

tutor.com

Tutor

- > University essay writing

2019 - 2021

Private tutor

- > Mathematics grade 4-9
- > Philosophy essay writing on Black Consciousness (2nd year university course)

2019 - 2021

WebWorthy

Director and co-founder

- > Functional testing
- > Compliance testing
- > Application maintenance

2018

daaimon

Proof-reader and platform manager

- > Proofreading and editing of financial reports and website content
- > Written content creation
- > Managing daaimon platform (WordPress)
- > Functional testing (daaimon website)

2017 - 2019

Innate content

Freelance writer

- > chantevanbiljon.contently.com

2017

The Strategic Group & The Research Collective

Marketing coordinator and copywriter

- > Conduct desktop research on a variety of topics for a variety of industries
- > Conduct climate surveys, interviews and other market research
- > Write blog posts, magazine articles, LinkedIn articles and a variety of other additional content on a multitude of different topics in order to engage readers, increase interest and drive sales

- > Manage social media accounts for clients on various platforms including WordPress, Facebook, LinkedIn, Twitter and Instagram
- > Compile social media statistical reports

2015 - 2016

University of the Free State (Centre for Teaching and Learning)

Facilitator

- > Academic Language Course
- > Teach topics related in the Humanities
- > Evaluate academic writing
- > Supply feedback and assist on writing assignments

Training and skills:

- > Second-language teaching and learning

2015

University of the Free State (Philosophy department)

Teaching assistant (Lecturer: Prof Pieter Duvenhage)

- > Argumentation Theory
- > Provide assistance during class
- > Mark tests
- > Substitute for lecturer

2014 - 2016

University of the Free State (Philosophy department)

Administrative assistant and receptionist

- > Filing, scanning, copying
- > Answer phone, take messages
- > Posting, courier
- > Greet students and guests
- > Make tea and coffee
- > Buy groceries, order stationary
- > Preparations for seminars, lectures and events

2014

University of the Free State (Philosophy department)

Tutor

- > African Philosophy
- > Help students achieve maximum understanding of module content
- > Present comprehensive review of class work
- > Create an interactive learning environment

Training and skills:

- > Supplemental Instruction
- > Peer learning facilitation
- > Assessment development and support

2010 - 2014

PAREXEL International

Student data manager

- > Database entry
- > Perform quality control on entered/mapped datasets by reviewing the source to the output provided
- > Consider the respective study data handling paper/CRF
- > Adhere to agreed timelines
- > Have initial control of clinical documents in Data Management
- > Contribute to plausibility checks on clinical data
- > Handle tracking of study documents
- > Archive of study documents
- > Handle quality checks of study data
- > Query management assistance
- > Support in administrative work for Data Management Department
- > Participate in trainings and continue to learn and to implement new data entry and systems

Additional Training:

- > Clinical Data Analyst experience
- > Setup of a Data Management Plan
- > Setup of Data Validation checks
- > Functional testing (Case Report Form software)
- > Data Management document review
- > Good Clinical Practice

EDUCATION

2023 (expected completion)

University of the Free State

B.A. M. Philosophy

- > The metaphysics of time through the lens of the extended mind.

2019

University of the Free State

B.A. Hons. Philosophy

- > Cognitive and cultural philosophy

- > Origins of religion
- > African traditional religion
- > Philosophy of rationality, action and mind
- > Research report: How gravitational time dilation influences language formation

2013

University of the Free State

B.A. General

- > Philosophy (major)
- > Religious study (major)
- > Anthropology
- > Psychology
- > Political science
- > History
- > Mythology
- > English
- > General reasoning skills
- > Information skills
- > Community service learning

2009

Eunice High School

Matriculation

2007

University of the Free State

Amateur astronomy course

REFERENCES

On request



UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA

THIS IS TO CERTIFY THAT THE

Bachelor of Arts Honours

with specialisation in Philosophy

HAS BEEN CONFERRED UPON

VAN BILJON, Chantè

IN ACCORDANCE WITH THE STATUTES AND
RULES OF THE UNIVERSITY. AS WITNESS
OUR RESPECTIVE SIGNATURES
AND SEAL OF THE
UNIVERSITY BELOW.

VICE- CHANCELLOR



REGISTRAR

BLOEMFONTEIN
6 OCTOBER 2020
2009074887

99999



UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA

THIS IS TO CERTIFY THAT THE DEGREE HIERMEE WORD VERKLAAR DAT DIE GRAAD

Baccalaureus Artium

HAS BEEN CONFERRED UPON
TOEGEKEN IS AAN

VAN BILJON, Chanté

IN ACCORDANCE WITH THE STATUTES AND
RULES OF THE UNIVERSITY. AS WITNESS
OUR RESPECTIVE SIGNATURES
AND THE SEAL OF THE
UNIVERSITY BELOW.

NADAT AAN DIE STATUTE EN REËLS VAN
DIE UNIVERSITEIT VOLDOEN IS. AS BEWYS
DAARVAN PLAAS ONS ONS ONDERSKEIE
HANDTEKENINGE EN DIE SEËL VAN DIE
UNIVERSITEIT HIERONDER

VICE- CHANCELLOR / VISEKANSELIER

REGISTRAR / REGISTRATEUR



DEAN / DEKAAN

BLOEMFONTEIN
2014-04-09
2009074887

09818



UFS·UV

UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA

THIS CERTIFIES THAT

C. van Biljon

ATTENDED TRAINING IN THE NEW ACADEMIC TUTORIAL PROGRAMME
(NATP) AND RECEIVED TRAINING IN THE FOLLOWING SKILLS:

**SUPPLEMENTAL INSTRUCTION (SI)
PEER LEARNING FACILITATION
ASSESSMENT DEVELOPMENT AND SUPPORT**

PROF. J.F. STRYDOM
DIRECTOR: ACADEMIC
CENTRE FOR TEACHING AND LEARNING (CTL)

MS. EVODIA MOTSOKOBI
OFFICER
NEW ACADEMIC TUTORIAL PROGRAMME

TUTORIAL COORDINATOR

July 2014

DATE



UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



UFS·UV

CENTRE FOR TEACHING
AND LEARNING (CTL)
ONDERRIG-EN-LEERSENTRUM
(OLS)

CENTRE FOR TEACHING AND LEARNING

This is to certify that

Chanté van Biljon

**facilitated on the Academic Literacy Programme and
received training in second-language
teaching and learning.**

2015

.....
Mr FC Marais
Director: Administrative

.....
Prof AL van Wyk
Head and Coordinator of the
Unit for Language Development: English



Centre for Teaching and Learning (CTL) / Sentrum vir Onderrig en Leer

19 May 2016

To Whom It May Concern

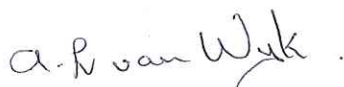
I have known Chante van Biljon for the past year and a half as a facilitator/instructor on our academic literacy programme. The programme aims to equip students with the academic literacy skills they need to achieve at university. The students are all studying in English which is not their mother tongue.

Chante was responsible for the teaching, marking and preparation of the EALH2508 course. This course is a second-year, literacy course for students in the Humanities. Chante really enjoyed teaching this class and it was evident in the classroom and in the students' response to her in the class. She was receptive to our training and quality assurance interventions. She took our recommendations for improving the teaching and learning on board and demonstrated that she was committed to improving her own teaching skills.

She is well-liked by students and colleagues alike and she attended and participated enthusiastically in our regular training sessions.

I have no hesitation in recommending her for any position for which she needs this testimonial.

Yours faithfully



Arlys van Wyk

Head: Unit for Language Development.

University of the Free State

Letter of Recommendation

PAREXEL.

Referral of Chante VanBiljon

To whom this may concern,

I have been fortunate enough to have Chante VanBiljon as a temporary staff member in my team for the last 3 years.

Chante's main responsibilities were:

- CRF tracking
- Data Entry
- DB Screens testing
- Setting up of Validation test data
- Testing of Validation edit checks
- Filing of study documents
- Archiving all study files and CRFs after work has been completed

During Chante's time in my team I have seen that she is very enthusiastic to learn. Once she has learned a task she can do it well every time. She can put the "big picture" together very quickly. She is very dependable, she will execute all tasks as assigned and ask the right questions when uncertain, always available on given days as arranged.

Chante clearly communicates with regards to deadlines, problems on tasks and also suggest possible solutions.

Her thoughtful and friendly nature makes her a pleasure to work with. I would highly recommend Chante for any positions she applies for.

Kind regards,



Jaco Dreyer
Senior Manager
Early Phase Data Management, PAREXEL
Bloemfontein, South Africa

GEREGISTREERDE WOON- EN POSADRES

1 Bewaar die bewys van u GEREGISTREERDE WOON- EN POSADRES in hierdie sakkie

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I.D.No. 910330 0012 08 8



S. A. BURGER/S. A. CITIZEN

VAN/SURNAME

VAN BILJON

VOORNAME /FORENAMES

CHANTE

GEBOORTEDISTRIK OF LAND/
DISTRICT OR COUNTRY OF BIRTH

SUID-AFRIKA

GEBOORTE DATUM/
DATE OF BIRTH

1991-03-30

DATUM UITGEREIK
DATE ISSUED

2007-07-25

UITGEREIK OP OORSAK VAN DIE
DIREKTUR-GENERAAL:
BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL:
HOME AFFAIRS



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FORCE NUMBER

NAAM IN DRUKSKRIF
NAME IN PRINT

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RANG
RANK

SUID-AFRIKAANSE POLISIEDIENS
STASIEBEVELVOERDER

02 NOV 2021

BAINSVLEI
STATIONCOMMANDER
SOUTH AFRICAN POLICE SERVICE