

CURRICULUM VITAE

ERIKA VENTER-MURRAY



PERSONAL DETAILS

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CAREER OBJECTIVE

I am keen to further my career in sports and sports administration and management. My preference is to work in a position that provides a challenge that will enable me to utilize my experience in communication, problem solving and develop my personal skills on all levels.

PERSONAL PHILOSOPHY

I enjoy the working environment and believe it provides opportunities to making a difference in people's lives. My philosophy and vision focus on my ability and responsibility to improve and develop my skills, but most importantly, to have an open and trustworthy relationship with co-workers. I aim to deserve the respect and loyalty of my superiors and colleagues by working hard and always giving my best. I believe in motivating every person on any level to participate and to achieve the best that they can.

I am dedicated to empower and encourage people to continually gain new knowledge and develop their talents. It is a great privilege to be able to make a difference in any given situation by positive and encouraging words and deeds.

Finally, by remaining humble of my achievements, yet great in my aspirations and appreciation for others, I hope to be a success in every task I am entrusted with.

ORGANISATIONAL SKILLS

I have been responsible for organising, and assisting in organising, high profile events at Wits University and mat Roedean School (SA). These events include the Wits Sports Bursary Function, Wits Sports Final Awards Function, Regional Junior and Senior Hockey Tournaments, Varsity Students Spring Party, Varsity Students Street Party, Varsity Sports Events, Senior Inter Provincial Hockey Tournament, SA National Students Hockey Tournament (USSA), Roedean Autumn Sports Festival, Interhigh Sports Festivals and Sports friendlies. The highest and most important achievement was serving on the local organising committee (LOC) as venue operations manager for the World Hockey League Semi-Finals hosted by the Wits Hockey Club.

COMMUNICATION SKILLS

I have developed sensitivity to handle crisis and sensitive situations. I have acquired time management skills and the ability to prioritise duties. I encourage individuals to keep record of all meetings and conversations in order to provide organised feedback to their members.

INITIATIVE

I have enrolled and participated in personal development workshops in order to learn tools to empower and support good decision-making skills, especially when you need to take initiative.

COMMITMENT

Committed to my philosophy to promote good sportsmanship, build on strong relationships and to encourage and increase the number of people to choose to live with healthy habits.

FLEXIBILITY

I have developed the ability to multitask and prioritise. I am adaptable and can work under pressure.

STABILITY

Through implementing structured organisational systems, I have established stability and confidence in previously disorganised work spaces. I have guided and motivated people to adapt to a more professional manner of work ethic.

LEARNING AND ACHIEVEMENTS

Tertiary

1991 – 1994

University of Pretoria (RSA)

- 1993: Graduate with three-year BA Degree
Major Subjects: Psychology, Geography and an African Language (Northern Sotho)
- 1994: Completed Higher Education Diploma
- 1992 – 1993: Member of Student Residence House Committee

Certificates, Affiliation, Short Courses and Special Achievements

- 1993: Trained and played hockey at Oranje Zwart Hockey Club (now Oranje Roodt), Netherlands
- 2000: South African Council for Educators: Registration number 306628
Self motivation and Personality Analysis Course
- 2001: SAHA Level 1 Hockey Coaching certificate
Provincial 1 umpiring certificate – recommended national 4
- 2002: SAHA Level 2 Hockey Coaching certificate
- 2003: Self motivation and Team building Course
- 2004: First Aid Course Level 1
- 2005: Sport Psychology Certificate through Intec College
- 2006: Sports Massage Therapy Certificate through Academy of Excellence
- 2007/8: Personal growth and development of Life Skills Workshop through Insight Training Centre
Specialized Holistic Massage International Diploma through Healing Hands
- 2009: IEB Assessment Education and Training Course
First Aid and CPR Course Level 1
Walked a part of the Great Wall in China
- 2010: Personal growth and development of Life Skills Workshop through Pat Grove Coaching Academy
- 2013: Skilful resolution of conflict workshop - CLTD Wits University
Completed the Business Management Systems 200 Management Skills Programme – DYNA and CLTD Wits University
Drove a part of Route 66 Arizona, USA on a Harley Davidson
- 2014: Refresher First Aid
- 2015: Finished the Comrades Marathon under 12 hours: SA Ultra-marathon (89km)
SIMS-Training CLTD Wits University
- 2016: Successfully planned, organised and facilitated the SA National Students Hockey Tournament (USSA)
- 2017: Completed the Fundamentals of Project Management Course through Wits University and passed with Distinction
Successfully planned, organised and facilitated the SA National Students Hockey Tournament (USSA)
Venue Operations Manager: World Hockey League Semi Finals (20 international teams) and hosted the Prestigious tournament at Wits Hockey Club
- 2018: Successfully reinforced and build confidence back into the Roedean Sports Department
- 2019: Successfully planned, organised and facilitated the high profile Private Schools' Interhigh Diving and Swimming Gala Events
Successfully participated and completed the Heart saver FIRST AID CPR AED Course through the American Heart Association
- 2020: Motivated my staff to produce excellent online sports programs during the Covid Pandemic

2021: Introduction to Design Thinking Course through Udemy Online
Heart Saver First Aid CPR AED Course

EMPLOYMENT HISTORY

CURRENT EMPLOYMENT HISTORY

January 2018-present : Roedean School (SA)
Position held: Director of Sport

Responsibilities:

Direct and inspire a new vision and philosophy for Roedean Sports Department

Administrative: The day to day running of the sports department.

Management: Organizing and delegating of duties, recruitment, budgeting, bookkeeping, communication, problem solving and people management.

Student Development: Coaching, empowering students, guiding, developing strengths and provide support.

Planning: of all Roedean Sport operations and events

Teaching, research, innovation – inspire the Roedean Sports Department

Ensure optimum student experience through participating in different sports, activities and events

Human resources – appointing the best people for the environment.

Branding, marketing and communication of the Roedean Sport brand

Development of staff through clinics, courses, and events

Resources – managing the usage of the sports facilities, equipment, and clubhouse

Commercial responsibility to raising funds to sustain the future projects

Networking and communication with alumni, parents, Heads of Sport and Heads of Schools

Other responsibilities:

School PE Curriculum

Develop and control a sports curriculum for the Junior School.

Co-ordinate cross-curricular development.

Attend and assist in organising functions (St. Margaret's Day, Inter-House competitions etc.).

Research and update subject material.

Network and communicate with all stakeholders (Junior and Senior School parents, other schools).

Attend sports conferences.

Administrative

Attend regular meetings with Heads of Sport and Heads of School.

Co-ordinate records of work.

Co-ordinate and monitor pupils' achievements.

Co-ordinate and ensure fixtures and results are recorded and published.

Assist with physical education staff timetables, afternoon timetables, and co-ordinate facilities.

Assist with curriculum material and sports policies.

Reference: Ms Gillian Boltman: (+27) 076 180 9392 (Junior School Headmistress Roedean School (SA))
Ms Anel Natali (+27) 082 411 9809 (Deputy Head Pastoral Care Roedean School (SA))
Ms Megan Scott (+27) 084 499 6104 (Head of Sport: Junior School Roedean School (SA))
Ms Mary Parr (+27) 083 299 5442 (Former Head of Sport St Teresa's and Friend)

PREVIOUS EMPLOYMENT HISTORY

January 2016-Dec 2017 : University of the Witwatersrand, Wits Sport, Johannesburg, SA
Position held: Manager High Performance Club: Hockey
Senior Management Wits Sport
Southern Gauteng Hockey Executive Portfolio Universities

Responsibilities:

Teaching, research, innovation – managing hockey as a high-performance club
 Recruitment of talented hockey players
 Managing the process of hockey specific bursaries
 Ensure optimum student experience through participating in different events
 Human resources – appointing the best sports coaches. (Successfully recruited three former SA Olympic hockey players to the coaching staff including Pietie Coetzee-Turner as Head Coach of the Wits Hockey Ladies team)
 Branding, marketing and communication of the club
 Development of staff through clinics, courses and events
 Resources – managing the usage of the hockey turf, equipment and clubhouse
 Commercial responsibility to raising funds to sustain the future projects
 Networking and communication with alumni
 Planning and Operations: Event organiser: high profile tournaments hosted by Wits Hockey: Varsity Hockey, Senior Interprovincial Hockey Tournament and SA National Student Hockey Tournament (USSA)
 Responsible for organising the Wits Sports Final Awards Function
 Venue Operations Manager: World Hockey League Semi-Finals
 Integrated Venue services including accreditation, catering, cleaning and waste, seating, language services, logistics
 Competition and training facilities and equipment
 Signage
 Utilities and maintenance
 Accessibility

Reference: Mr Kabungo Mubanga: (+27) 829250228 (Senior Operations Manager: Wits Sport)
 Ms Sheila Brown: (+27) 824555027 (President of Southern Gauteng Hockey Association/ FIH appointed TD for Olympic Games Hockey 2012/2016)
 Mr Marius Henn: (+27) 849543068 (Former Senior Administrator Operations Wits Sport)

January 2010 – December 2015 : University of the Witwatersrand, Wits Sport, Johannesburg, SA
Position Held : Sports Officer responsible for Hockey, Aquatics, Tennis, Underwater, Orienteering and Boat Clubs
 Portfolio's responsible for Wits Sport Bursaries and Wits Sports Colours and Awards portfolio
 Acting Secretary of Wits Sports Council Executive
 Southern Gauteng Hockey Executive Portfolio Universities

Responsibilities

Administrative: The day to day running of the sports clubs under my control.
 Management: Organizing and delegating of duties, recruitment, budgeting, bookkeeping, communication, and problem solving and people management. Recruit and retain top quality sports coaches and sports athletes.
 Student Development: Coaching, empowering students, guiding, developing strengths and provide support.
 Planning and Operations: Wits Sports club events as well as the Wits Sports Bursary function and Wits Sports Awards function.

Reference: Mr John Baxter (+27) 11 6781944 (Former Director of Wits Sport)
 Mr Adrian Carter adrian.carter@wits.ac.za / (+27) 836295684 (Director of Wits Sport)
 Ms Sheila Brown (+27) 824555027 (President of Southern Gauteng Hockey Association/ FIH appointed TD for Olympic Games Hockey 2012/2016)

PREVIOUS EMPLOYMENT HISTORY

September 2008 – December 2009: Brescia House School for Girls, Bryanston, Johannesburg, SA
Position Held : Teacher In Charge of Hockey and Tennis
 Physical Education Teacher

Responsibilities

Responsible for teaching and organizing junior Physical Education classes
Organising and administrating all the hockey and tennis activities, league and friendly matches as well as Festivals and Tournaments
Actively involved in supporting all other sporting activities at the school
Communicating with coaches and umpires
First Team hockey coach and umpiring duties

Reason for Resignation

Appointed as Sports Officer, University of the Witwatersrand, Johannesburg,SA

Reference: Ms Mary Parr (+27) 832995442 (Former Head of Sport)

January 2004 – August 2008 : Kingsmead Girls College, Melrose, Johannesburg,SA
Position Held : Physical Education Teacher
Teacher In Charge of Hockey and Tennis

Responsibilities

Responsible for teaching and organising junior and senior Physical Education classes as part of the Life Orientation syllabus
Organising and administrating all the hockey and tennis activities, league and friendly matches
Support all other sporting activities at the school
Arrange sponsorships through concise marketing strategies
Communicate with coaches and umpires
Convener of selectors for Girls Schools Hockey
First Team hockey coach and umpiring duties
Course leader and head coach of junior and senior hockey clinics
Provincial involvement including committee member and convener of provincial selectors

Reason for Resignation

Appointed as Sports organiser and hockey coach at Brescia House Private School in Bryanston, Johannesburg,SA

Reference: Mrs Christine de la Harpe (+27) 823733041 (Former Head of Sport)

January 2002 – December 2003 : Afrikaans Hoër Meisieskool (AHMP) Clydesdale, Pretoria,SA
Position Held : Director of Hockey

Responsibilities

Organising and administrating all the hockey activities, league and friendly matches
Arrange sponsorships through concise marketing strategies
Organising off-season and indoor programs
Communicating with coaches and umpires
Convener of selectors for school hockey trials
Coaching and umpiring duties
Course leader of the annual "Affies" Hockey Clinic in April
Course leader and head coach of the primary school clinic
Provincial involvement including committee member, convener of provincial selectors
Provincial and First Team hockey coaching and umpire duties

Reason for Resignation

I wanted the security of a permanent position, in which I could develop and apply my expertise in sports administration.

January 2000 – December 2002 : Wonderboom Hoër Skool, Wonderboom-South, Pretoria,SA
Position Held : Teacher and Head of Hockey

Responsibilities

Responsible for teaching English, Life Skills and Northern-Sotho to grades 8 and 9 pupils
Organise and administer all the hockey associated activities, ranging from communication with coaches to putting together the extra-curricular timetable
Directing and organise the primary school hockey clinics as well as the off-season hockey program for the school teams
Provincial and First Team hockey coaching and umpire duties

Reason for Resignation

Appointed as Head of Hockey at Afrikaans Hoër Meisieskool, Pretoria SA

January 1998 – December 1999 : Living Waters Private School, Groblersdal, Mpumalanga,SA
Position Held : Teacher and Sports Organiser

Responsibilities

Responsible for teaching Afrikaans, English, Life Skills & Religions Studies to grades 8, 9 and 10:
Guardian of students' representative council
Sports organiser for all sports including soccer, swimming and netball
Provincial Schools Hockey coach

Reason for Resignation

Appointed as Teacher and Head of Hockey at Wonderboom Hoërskool, Pretoria,SA

January 1997 – December 1997 : United Kingdom
Position Held : Teacher, Care taker, Hockey Player

Responsibilities

Supply teaching at different Primary Schools in London, UK
Au Pair of a six week old baby girl of the Dunlop family (Prominent race-horse trainer in England)
Played hockey for the First hockey ladies Team of the University of Cambridge

Reason for Resignation

Work permit expired – desire to continue my career in South Africa.

January 1995 – December 1996 : Oos-Moot High School, Waverley, Pretoria, SA
Position Held : Teacher, Hockey and Softball Organiser

Responsibilities

Responsible for teaching Northern-Sotho and Religious Studies to grades 8, 9 and 10:
To organise and administer all hockey and softball related activities
To organise and implement the off-season hockey program

Reason for Resignation

Successful application for working permit in the UK.