



CHARLENE SKIPP

B-BBEE Consultant

Qualification: Management Development Programme

Nationality: South African

Language Skills

Competency scale (5=excellent; 1=beginner)	Reading	Speaking	Writing
English (1 st language)	5	5	5
Afrikaans (2 nd language)	5	5	5

Education

Tertiary	Degree(s) or Diploma(s) obtained:
UNISA – Graduate School of Business Leadership (2012)	Management Development Programme

Executive Summary

Charlene has 4 years experience working as a consultant in the B-BBEE field. She attended the Management Development Programme offered by UNISA in 2012 and passed with a distinction. Charlene consults and manages B-BBEE scorecards and supporting projects for various clients. She acts as a champion and co-ordinates transformation and B-BBEE programmes for clients in order to monitor progress.

Professional Experience

(Date from – date to)	Position	Company
August 2016 - to date	B-BBEE Consultant	Global Business Solutions, Johannesburg
2008 - 2016	B-BBEE Consultant	HRS Group, Johannesburg
2006 - 2008	Personal Assistant and Business Analyst to General Manager of Ombudsman for Banking Services	Nedbank Limited, Johannesburg
2005 - 2006	Personal Assistant to General Manager of Business Architecture and Application Architecture	Nedbank Limited, Johannesburg
2000 - 2004	Personal Assistant to CEO	Nedbank Limited Joint Venture, Johannesburg
1999 - 2000	Personal Assistant to General Manager of Consulting	Ernest and Young, Johannesburg
1998 - 1999	Personal Assistant to Human Resources Consultant	Labour Solutions, Johannesburg
1996 - 1998	Personal Assistant to Logistics Director	Federal Mogul, Johannesburg
1995 - 1996	Computer Trainer and Personal Assistant	Quest Personnel, Johannesburg
1994 - 1995	Flight Attendant	Gulf Air – Bahrain, Johannesburg
1992 - 1994	Marketing Secretary	Gentyre Industries, Johannesburg
1992 - 1992	Assistant to Managing Directors' Secretary and Secretary to Executive Insurance Consultant	Alexander Forbes, Johannesburg