

MELANIE SMIT (Mrs)

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Career Objectives

To secure a permanent position pertaining to Geographic Information Systems (GIS); or a closely related field specifically dealing with the input and manipulation of spatial data with databases, map presentation and analysis.

Employment History

Nelson Mandela Bay Metropolitan Municipality - Port Elizabeth, SA

Integrated and Strategic Planning Unit: Corporate GIS

Start Date: November 2004

End Date: Current

Position/Title: GIS Analyst (Renamed from: IDP Zonal Systems Analyst)

- Responsibilities/Achievements:**
- Perform various vector and raster analysis on datasets according to various requests, i.e.: serviceability of districts, crime analysis, population analysis, etc.
 - Validate and maintain datasets.
 - Project managed various GIS projects awarded to consultants.
 - Setup zones with boundaries for the municipal area to identify levels of development and service delivery while liaising on an ongoing basis with various departments to obtain accurate and current datasets for analysis.
 - Assisted departments in identifying datasets that could be captured into GIS and providing technical skills, support and training as required.
 - Capturing of various features into GIS to create spatial projects for presentation and analysis purposes.
 - Created multimedia presentation using slides and music.
 - Tutor and monitor GIS Intern (Student).

Nelson Mandela Bay Metropolitan Municipality - Port Elizabeth, SA

Electricity and Energy Business Unit (Department)

Start Date: August 1998

End Date: October 2004

Position/Title: Senior Computer Draughtsperson & GIS Operator

- Responsibilities/Achievements:**
- Utilised AutoCad 2000 – 02 to prepare subdivisions, rezonings and electrical reticulations and the updating of the existing electrical infrastructure.
 - Processed building plans and dealt with public's queries pertaining to the existing and proposed electrical reticulation of the municipal area.
 - Obtained experience in supervision of staff and allocation of workload while monitoring progress via timesheets and controlling quality of work while assisting and motivating staff to improve and expand upon their skills through experience, training and tertiary education.
 - Gained extensive knowledge of ArcView GIS and ArcInfo to capture electrical cables & other features into a spatial format within a Geodatabase thereby improving productivity by computerizing manual maps and information sources while providing training and technical assistance to staff under my supervision.
 - Produced aesthetically pleasing maps for presentation, report and tender purposes.
 - Ensured a high level of quality information through the verification of outsourced datasets.

Urban Dynamics Eastern Cape – Port Elizabeth, SA

Start Date: April 1992

End Date: July 1998

Position/Title: Computer Draughtsperson

**Responsibilities/
Achievements:**

- Prepared layouts, subdivisions, structure plans, in-situ upgrades, developments and rezoning maps for a wide variety of projects after consultation and instruction from in-house planners and other professionals on related projects.
- Completed all time keeping, filing and related administrative work to ensure an efficient drawing office including training of students.
- Maintained a basic computer network with computer hardware upgrades to ensure optimum performance.
- Mastered the AutoCad package in a 2D environment to enable the best quality projects and presentations within tight timeframes.

Qualifications (All in Port Elizabeth, South Africa)

Institution: GIMS South Africa**Qualifications:** Advanced Analysis **Completed:** March 2009**Institution:** Nelson Mandela Metropolitan University**Qualifications:** Bachelor of Science **Completed:** 2008
Honours:GIS (Cum Laude)**Institution:** Varsity College**Qualifications:** Diploma: Project Management **Completed** July 2007**Institution:** GIMS South Africa**Qualifications:** Various Certificate Courses **Completed:** 2000 - 2007
(See Below)

- ArcView (GIS), Beginner to Advanced; 17 - 21 July 2000
- Introduction to ArcInfo Using ArcCatalog, ArcMap & ArcToolbox;
- Designing Geodatabases, Beginners 25- 29 November 2001
- Principles of Databases; 18 - 20 October 2004
- ArcPad and GPS; 24 May 2007
- ArcGIS Desktop 3; April 2009

Institution: Port Elizabeth Technikon (Renamed: Nelson Mandela Metropolitan University)**Qualifications:** National Diploma : **Completed:** 1993
Architectural Technology**Institution:** Port Elizabeth Technikon (Renamed: Nelson Mandela Metropolitan University)**Qualifications:** AutoCAD 2D & DOS
Completed: 2000 - 2004 (Short Courses)

Skill Summary

Non Technical Skills: Good with public and working under pressure; quick learner and hard worker; helpful; enjoy a challenge; code 08 drivers license; change management and strong supervisory skills.**Computer Skills:** Word 2003; Advanced AutoCad 2002 (2D); Advanced
Excel 2003; Advanced ArcGIS 9.3 Intermediate/Advanced
Access 2003; Beginner Pictometry / Electronic Field Survey
PowerPoint 2003; Intermediate ArcPad & GPS (Beginner)

Professional References

Name: Paul Gerber (Mr.)
Manager: Transmission Networks (Electricity Department)
Nelson Mandela Bay (NMBM) Municipality; PORT ELIZABETH**Contact Details:** Tel: 27 41 392 4107 or 27 41 392 4111
Email: pgerber@mandelametro.gov.za**Name:** Stephen Canter (Mr.)
NMBM GIS Manager; PORT ELIZABETH**Contact Details:** Tel: 27 41 506 1928 Mobile: 27 824196398
Email: scanter@mandelametro.gov.za

Other Information

We have, as a family, submitted an Expression of Interest as it is our wish to immigrate to New Zealand. I have a young family and therefore prefer a permanent position with limited overseas travel.