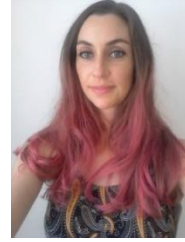


PERSONAL INFORMATION

First Names: Sarah Marie Rose
Nationality: British
Address: 15 Wyndover Road
Claremont, 7708,
Cape Town

Surname: Tjeenk Willink
Date of birth: 02 November 1983
Telephone: +27 763 262 309

Email: sarajtjeenk@gmail.com



WORK EXPERIENCE:

- March 2021 – Present **Freelancer**, Leopard Editorial, Proofreader & Copy Editor
Trained in both UK & US English. Capable of reviewing any type of text for errors in spelling, punctuation, grammar, syntax, typography & formatting. I will check accuracy for obvious facts, graphs, images, tables, charts and illustrations. I can work with or create a style guide and ensure consistency throughout, as well as provide suggestions for writing that flows better.
- July 2019 – Present **Founder**, Cape Town Family Holidays, Specialist Family Travel Agency, Cape Town, South Africa www.capetownfamilyholidays.com
I founded Cape Town Family Holidays as a niche travel operator servicing families traveling to Cape Town. I had just established the company and gained a few clients, but once Covid related lockdowns started I unfortunately had to suspend my activities for the time being.
- Dec 2014 – Dec 2018 **Co-founder**, Inspired Journeys, Intrepid Travel Agency, Online www.inspired-journeys.com
Focusing on travellers wanting to visit East African countries; Uganda, Rwanda, Tanzania, Kenya & Eastern D.R.Congo. I was responsible for generating and converting sales; itinerary writing, design and logistics; managing client and supplier relationships; writing digital content; social media; financial reporting; general administration support.
- Sept 2014- May 2016 **Country Manager**, Sidai Designs (Masai Jewellery NGO), Arusha, Tanzania www.sidaidesigns.com
Responsible for day-to-day management of full time and part time local staff; logistics of sourcing materials; completing international order dispatching; staff work management; HR procedures; monthly finance reports; managing sales in the local retail space.
- March 2011- Aug 2012 **Lodge Manager**, ACF Africa, Virunga National Park, Eastern DR Congo www.visitvirunga.org
*Responsible for training of staff in run-up to opening of tourist lodge; designing and implementing management procedures; managed within a strict budget; hosting of international guests.
Marketing: creation through to implementation of marketing campaigns & promotions; editing materials for potential clients and donors; establishing an online web presence.*
- Jan 2011- March 2011 **Trainee Manager**, Solio Lodge, Nanyuki, Kenya
Lodge Management training involving; tailoring client experiences; logistics; menu planning; budgeting; stock taking; general administration.

April 2010 – Sept 2010 **Administrator**, Goede Waar (Sustainability NGO), Amsterdam, the Netherlands
Sustainability profiling of companies; development of web page design; proofreading; translation.

EDUCATION:

Sept 2008 - Aug 2009 **MSc Real Estate**, Cass Business School, London.
Thesis: *Do Inner City Shopping Centres Regenerate Cities? Case Study: Liverpool One*
Modules included *Research Project Management Skills, Corporate Finance & Building, Project Management & Procurement*

Sept 2003 - June 2006 **BSc Business Administration**, Cardiff University.
Grade: *2:1* Modules included *Business Ethics, Marketing, Organizational Behaviour, International Business, Entrepreneurship & SME Development, Strategy & Management Accounting,*

Sept 2003 - June 2004 **Japanese**, Cardiff University

Sept 2001 - June 2003 Secondary school, Black's Academy, Jersey Channel Islands.
A Levels in: *Economics, Biology, Psychology, Business Studies.*

Sept 1998 - June 2001 Secondary school, Canford School, Dorset, England.
Granted an All Rounder Scholarship
AS Levels in: *Computer Studies & Maths*
12 GCSE's grades A-B*

EXTRA CURRICULAR ACTIVITIES

Sept 2020 – Dec 2020 **Earth Child Project** donor thank you card project volunteer work, Cape Town

Oct 2008 – Dec 2008 **SIFE** (Students in Free Enterprise) in association with the Prince's Trust, Taught disaffected students about entrepreneurship, London

April 2007 – June 2007 **Taught English** at a boy's orphanage, Ho Chi Minh City, Vietnam

ADDITIONAL COURSES & QUALIFICATIONS

2021 **High-Level Proofreading Pro** – Edit Republic, Online

2020 **Introduction HTML & CSS** – Treehouse, Online

2013 **Interior Design Course** – Rhodex, Online

Nov-Dec 2010 **French Course** – Planètes Langues, Rambouillet, France

March 2010 – June 2010 **Dutch course** – The School for Dutch, Amsterdam

June 2008 – Aug 2008 **Dutch course** – Joost Weet Het, Amsterdam

Jan 2007 – March 2007 **TEFL** – Teach English as a Foreign Language

Oct 2006 – Nov 2006 **Safari Guide Level 1** – Eco Training, South Africa

LANGUAGES

English:	Native language	
Dutch:	Conversation: Intermediate	Writing: Intermediate
French	Conversation: Intermediate	Writing: Intermediate
KiSwahili	Conversation: Basic	Writing: Basic
Japanese	Conversation: Basic	Writing: Hiragana & katakana only