



# CURRICULUM VITAE OF THERESA COOKE

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## **CAREER SUMMARY**

Project Management professional with over 25 year's experience specific to the Commercial Landscape industry, Management and installation of sustainable projects, Event stage and set construction, Event production and co-ordination.

Innovative project management, creating strategic professional partnerships with clients and service providers.

Management and co-ordination of costs, suppliers, presentations to clients.

## **PERSONAL ATTRIBUTES**

- Strong and effective communication skills
- Pro-active and enthusiastic self-starter
- Exceptional attention to detail and accuracy
- Engaging communicator with staff and all levels of management
- Results-focused and improvement driven
- Dedicated team member
- Project management , planning and implementation
- Client account management
- Expertise in budgeting, problem resolution and client negotiation.
- Ethical approach to all business and personal ventures

## EXPERIENCE

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### ACHIEVEMENT SUMMARY

#### **Go Green Project management Pty LTD**

*Go Green project management was formed, due to the Liquidation of the previous company in Jan 2014, this enables freelance project management to various companies, from events, landscaping, basically any type of project that needs project management on a contract basis.*

### KEY RESPONSIBILITIES

**02/2014 - present 04/2016**

- **Freelance Project Manager**
- Landscape installation , Project Manager, Namibia, Private game lodge 6 months
- Project Management All African Games- logistics and facilities build and maintenance, Republic of Congo. 5 months.
- Comercial Landscape installation, project management- Middelburg Mall, 3 months
- Design and production co-ordination, onsite installation project management, for Omage Pty LTD (Production house).  
Event: BMW Design Indaba-Cape Town (Picture attached).
- Landscape Installation Project management, Control of budget, twenty crew and client liaison: Bertha Wium Landscape Development Pty Ltd.  
Project 115 Empire Place, Exclusive Hotel, Sandton.
- Set and staging installation, client management, for SDS Pty LTD/Gearhouse.  
Event: Super sport Studio, DST Randburg. (Picture attached)
- Landscape installation project management, Control of 30 crew, budget and cost control, procurement: Bertha Wium Landscape Development Pty LTD. Project: Middelburg shopping mall

### ACHIEVEMENT SUMMARY

#### **Joburg Set Company Pty LTD**

*JSC helps the leading companies performance, increase sales and build brands by creating, environments and interactive experiences that engage, educate and transform audiences. Build, construct and install, large scale exhibits, mobile display solutions, brand environments, showroom displays and set construction for events.*

### KEY RESPONSIBILITIES

*After 15 years in the event set construction industry, the company was liquidated in January 2014.*

03/2011 – 01/2014

- **Key Accounts manager, Senior Project manager Events.**  
Clients: BMW South Africa, Mercedes Benz South Africa, Volkswagen South Africa, Production Houses and Advertising companies.
- Responsible for taking briefs from clients. Presentations and negotiations with the clients.
- Production and co-ordination of conceptual design (outsourced supplier), CAD working drawings for workshop build (outsourced supplier), management of items to be built.
- Costing/Tendering of event projects
- Procurement and financial control on projects
- Planning and implementation, of logistics, crew, operations, installation of events sets and staging.
- Meeting and fulfilling the client's expectations.
- Management of outsourced suppliers, lighting, audio visual at each event

**ACHIEVEMENT  
SUMMARY**

**KEY  
RESPONSIBILITIES**

**Go green Organics Pty LTD**

*Self-owned company. Landscape development, sustainable green projects, Organic products, Underprivileged food growing projects, recycling, carbon emission calculation and solutions to counteract the emissions with tree planting for events.*

01/2008 – 02/2011

- **Owner/ managing Director**
- Marketing and sales
- Costing and implementation
- Cost and financial control
- Crew hire and management
- Procurement, planning, installation and logistic co ordination

**ACHIEVEMENT  
SUMMARY**

**KEY  
RESPONSIBILITIES**

**Top Turf Pty LTD/BIDVEST**

*Multi disciplinary greens services company, providing quality horticultural, specialized turf and recreational solutions to the client's needs. Specializes in Landscape installation, golf courses, stadiums, irrigation and maintenance.*

01/2004 – 12/2007

- **Landscape Maintenance Director/EXCO board.**
- Landscape maintenance international and national.
- Overseeing maintenance sites with crew up to 400
- EXCO board Top Turf/Bidvest

**ACHIEVEMENT  
SUMMARY**

- Extensive travel, Botswana, Lesotho, Namibia, Nigeria, Zimbabwe. Clients ranging from Sun International, Southern Sun
- Quality and standard adherence control
- Pricing and tendering
- Cost and financial controls

**KEY  
RESPONSIBILITIES**

**Eksklusiewe Tuine Pty LTD**

*An integrated practice of Landscape architecture and contract installation, for turnkey development, specializing in Retail, residential, golf course, corporate parks, commercial, environmental rehabilitation and private residences.*

01/1996 – 12/2003

- Landscape Contracts and Maintenance Manager.
- Pricing and tendering of landscape projects
- Landscape installation project management
- Staff management
- Procurement, cost control.
- Standard and adherence control
- Maintenance management of all sites. Fertilizer and pest control programs.
- Client liaison

**ACHIEVEMENT  
SUMMARY**

**KEY  
RESPONSIBILITIES**

**Pro landscapes**

*Indoor Landscape Maintenance-Natal*

05/1991 to 12/1995

- **Owner**
- Indoor plant maintenance
- Plant and organics procurement
- Maintenance program scheduling
- Staff monitoring
- Costing and financials
- Client negotiations

**ACHIEVEMENT  
SUMMARY**

**KEY  
RESPONSIBILITIES**

## **Lagamed/Protea Pharmaceuticals Pty LTD**

*Detailing and distribution of specialized medicine to doctors and specialists.*

10/1988 – 04/1991

### **Medical Representative**

- Detailing doctors and specialists in the Gauteng, Vaal Triangle, North West and Mpumalanga
- Target and sales driven
- Specialized pharmaceutical training.
- Emergency medical training, paramedic training.

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## **EDUCATION**

- Studied N.D. Horticulture to be completed: Horticulture, 01/1983 – 12/1985 Pretoria University of Technology - Pretoria, Gauteng, South Africa
- Subjects: Horticulture, Soil Science, Arboriculture, Entomology, Pest Control, Nature Conservation, Botany, Physics, Chemistry,
- High School Diploma: University entrance matriculation, Lyttelton Manor High, Pretoria 1982.
- Subjects: English, Afrikaans, Mathematics, Biology, Geography, Home Economics
- Short Courses taken: Basic Xcel, Sales and marketing, basic computer skills, Power Point.

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## **PERSONAL ACHIEVEMENTS**

- Springbok Softball Representing South Africa
- World Games representing South Africa Softball 2013 (Turin, Italy), 2009 (Sydney, Australia)
- Pan Pacific Games, Gold Coast, Australia invitational player representing Sydney Spirits Softball – 2014, 2012, 2010

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## **INTERESTS**

- Playing Softball, Golf, Tennis.
- Horse riding, Hiking.
- Nature conservation.
- Extensive National and International travel (America, Italy, France, Mozambique, Australia, Botswana, Entire South Africa, Portugal, England, Namibia, Mauritius, Spain, Zimbabwe, Kenya, Nigeria)

## REFERENCES

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Bertha Wium: Managing Director: Eksklusiewe Tuine Pty LTD/ Bertha Wium Landscape Development Pty LTD: +27 82 457 1527(Mobile)

Richard Wynbery – Managing Director: Countryline Africa +27 83 250 9751 Namibian Contract

Gary Smith: Joburg Set Company Pty LTD: Managing Director: +27 81 388 9378

Available on request: Letters of recommendation

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