

CYNTHIA AND KEN MCLACHLAN
21 MOLLERGREN PARK
MAIN ROAD
EASTCLIFF
HERMANUS
WESTERN CAPE
CELL 0824412433
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CYNTHIA MCLACHLAN

QUALIFICATIONS / EDUCATION:

Educated in Zimbabwe at Umtali Dominican Convent , Umtali Girls High School, and Umtali Secretarial College.

TRAINING:

I have been on numerous self-development and in-house training courses.

EXPERIENCE

SECRETARIAL – 15 years general secretarial work in Industry and High Schools.

OTHER – 7 years Natal Teachers Society Durban - Running the office and accounts for a Membership of 4000 people. Organizing conferences, meetings and functions for 27 Subject Associations.

SALES – Real Estate 15 years in Durban

2 years in Johannesburg (my own company). 4 years in Port Elizabeth (my own company)

2 years in Hermanus.

TIMESHARE SALES 3 years in Portugal.

TRAINING - In Hermanus and Port Elizabeth I ran training courses for Agents.

KEN MCLACHLAN

QUALIFICATIONS

City & Guilds Mechanical Engineering Technician T.3.

COMPETENCIES

Competencies include:

- Self motivated
- Work well with people on all levels.
- Understand and appreciate professional inputs.
- Project expeditor, time and budget (all types).
- Plant Management and troubleshooting. (production efficiencies, quality, maintenance, customer appreciation, plant layout etc).
- Risk Management (Insurance risk and OHS Act.)
- Property Management (tenancy and property maintenance).
- Training/mentoring.
- Customer orientated solutions

WORK EXPERIENCE

Experience in many diverse industries in management positions. (Many within the same company/group.)

Feltex (Romatex) – (Durban Head Office.)

24 years various positions in same group.

Group Properties Manager (Large factories in Durban (3 properties), Cape Town (2 properties), Johannesburg (2 properties) Pretoria (2 properties) Port Elizabeth and East London. Letting, disposal, acquisitions, maintenance, construction, insurance, insurance risk, safety, security, projects (plant preparation, relocation, new buildings, alterations to suit tenants etc).

Works Manager Automotive Foam Mouldings Durban. (polyurethane foam mouldings).

Plant Manager Automotive Trim (carpets, bootliners etc.) Plant management.

Project Manager Plant upgrades, relocation etc, troubleshooting, construction, and risk.

Plant Manager – Automotive Foam Mouldings, Rosslyn. (polyurethane foam mouldings). Plant management.

Plant Manager Eastern Cape automotive foam mouldings Port Elizabeth and East London (polyurethane foam mouldings). Plant management, change management, mentor replacement Plant Managers, plant upgrades and relocation.

Group Risk – All aspects (including training).

KEN AND CYNTHIA B&B

We completed a 5 month assignment managing Little Acres B&B in the Drakensberg. The owners had emigrated to England and needed managers until the property was sold.

In 2015 we worked as relief Managers at Two Oaks B&B in Somerset West for 6 weeks in April/May and then 2+ months in August/September/October, and we returned for 6 weeks in March April 2016, and will be working again in July 2016 This B&B has 13 Bedrooms

In late October 2015 we worked at Old Oak guest house in Belville for two and a half weeks. B&B had 6 Bedrooms.

In December we helped out for 6 days at Lavender Manor Lodge Hermanus.

In January 2016 we worked at Bakkies B&B Wellington until mid March. This B&B has 17 Bedrooms and a conference centre.

We really enjoy the work, meeting new people and travelling to different parts of the country. We are very happy dealing with people from all walks of life and age groups.

REFERENCES.

Graham Gavin

Barry/Trish McLoughlin

Marianne and Martin Ries

Michele de Witt

Remax Cape Town

B&B Owners Little Acres

B&B Owners Two Oaks B&B

Director Horwath Hotel

And Leisure group.

(Bakkies B&B)

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See reference below.....

4.2.2014



TO WHOM IT MAY CONCERN

During our absence overseas, Little Acres, a 1.3ha property with 5 guest rooms, was managed by Cynthia and Ken Mclachlan from 1 July until 21 November 2013, when we returned to finalize the sale and handover to the new owners on 1 December.

Their duties included all bookings, hosting guests, cooking and serving breakfasts, control of expenditure on food and supplies, general maintenance of the property and supervision of the three staff members who were employed to do the cleaning, laundry and garden maintenance.

They also assisted, once we had a buyer, with expediting the obtaining of all the certificates and other additional work that needed to be done in preparation for the takeover by new owners.

They carried out their duties diligently and with enthusiasm, were well liked by all with whom they came into contact in the Valley, and we continued to receive excellent reviews from our guests in our absence.

We can be contacted on +447580327814 or by email at barmac1948@hotmail.com although we have had a problem with hotmail recently and are temporarily using barmac1948@btinternet.com as a backup so suggest you address any mail to both addresses.

We wish Cynthia and Ken everything of the best with their endeavors to find a similar position as relief managers, a role which they are well qualified to fulfill.

Yours sincerely

Trish & Barry McLoughlin

We are both in excellent health and although I was born in 1945 and Ken in 1943, we are very fit healthy people, who play bowls, walk and are very active, we are totally capable of working in a 24/7 position.



Photo taken last week in November.2015