

# CURRICULUM VITAE

## **PERSONAL DETAILS**

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**Professional Affiliation:** IEMA (Institute of Environmental Management and Assessment)  
Membership Number: 0137220  
SAIOSH (South African Institute of Occupational Safety and Health)  
Membership Number: 54411271  
Golden Key International Honour Society



## **SUMMARY**

Resilient, innovative, versatile, Environmental Management Consultant and Environmental Management Systems Auditor. More than eight years professional experience across various projects ranging from managing environmental projects and hydrocarbon clean-ups, creating and facilitating environmental awareness workshops, developing and implementing Environmental Management Systems, analysing and interpreting water samples as well as auditing environmental compliance. Responsible in 2018 to audit 48 Hino dealers (across South Africa, Namibia and Botswana) according to their implementation of an Environmental Management System. Currently responsible to advise and guide 18 Hino dealers across South Africa and Namibia to successfully implement an Environmental Management System. Possesses a long-standing record of initiative, innovative, problem solving and self-motivating skills.

## **PROFESSIONAL QUALIFICATIONS**

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<b>Bachelor of Arts:</b>	<b>Communication with Psychology (2007)</b>
<b>Master of Science:</b>	<b>Integrated Environmental Management (2017)</b>
<b>Post Graduate Diploma:</b>	<b>PGDE for Senior Phase and Further Education and Training (2021)</b> <b>Advanced Marketing Management (2013)</b> <b>Legal Context For Environmental Management Compliance and Enforcement (2011)</b>
<b>Certificates:</b>	<b>SAMTRAC International (2018)</b> <b>ISO 14001 Implementation (2012)</b> <b>Applying SHE Principles and Procedures (2011)</b> <b>Moderation of Outcomes-based Assessments (2015)</b> <b>Facilitate Learning Using a Variety of Methodologies (2015)</b> <b>Conduct Outcomes-based Assessment (2012)</b>

## **AREAS OF EXPERTISES**

### **Professional**

- Environmental Auditing
- Impact Assessment
- Risk Assessment
- Environmental Regulations
- Planning and Management
- Environmental Training
- Facilitate Environmental Workshops

### **Personal**

- Problem Solving
- Leadership skills
- Pro Active
- Decision Making
- Attention to Detail
- Team Player
- Logical Thinker
- Adapt in working under pressure

## **WORK EXPERIENCE**

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**Organisation:** **Secunda High School**

**Position:** English FAL Gr.9 Teacher

**Period:** June 2021 – November 2021

### ***Skills and Experience***

- Teaching using provided lesson plans and develop own lesson plans
- Marking of tests, examinations, creative writing and orals
- Enforcing disciplinary actions within the classroom
- Invigilating exams and tests
- Provide support to academically low, medium and high performing learners
- Develop year final examination paper
- Substitute for absent teachers
- Participate in playground duties, parent meetings and other administrative duties

**Organisation:** **SupaZorb Environmental Services**

**Position:** Public Relations Officer, Training Officer and Environmental Consultant

**Period:** July 2010 – December 2021

### ***Skills and Experience***

- Project planner for Toyota motor dealers' environmental community projects and ensure media coverage (send media invitations to journalists, take photographs of events, compile press releases, forward press releases to local newspapers and to Toyota Zone Magazine)
- Marketing: design and distribute pamphlets; brochures; business cards; price lists; website design, monthly newsletters and liaise with clients
- Manage hydrocarbon remediation spill clean-ups at Toyota South Africa & South African Air Force
- Assist in developing Environmental Management Systems for Toyota and Hino South Africa
- Environmental Compliance Audits (Hino, Lexus, Toyota, BMW, South African Air Force). Audits entail on-site visits, water sampling, analysing samples with laboratory equipment (GC-MS, Vanta Analyser, Spectrophotometer, Photometer, Rigaku Handheld Raman Analyser), comparing results with legislative requirements and interpreting results, followed by a report entailing findings and recommendations on how to reduce environmental impacts
- Direct, advise, support and motivate motor / truck dealers to successfully implement an Environmental Management System
- Manage, supervise and design SETA Registered Training Course and Manual (US:242999, Level: 4, Credits:4)
- Author of Training Manuals for Motor and Mining Industries
- Facilitate, Assess and Moderate training: train employees at motor and mining industries as well as South African Air Force Officials regarding Environmental Awareness; Spill Response/Treatment and Environmental Management. Present and compose Environmental Awareness Workshops.

**Organisation:** **Caxton Community Newspaper (Randfontein Herald and Consumer)**

**Position:** Journalist

**Period:** May2009 -June2010

### ***Duties***

- Read press releases
- Research articles

- Establish and maintain contacts
- Interview sources
- Verify statements and facts
- Write, edit and submit copy from all beats
- Attend events
- Take photographs
- Page layout
- Stay up to date with privacy, contempt and defamation law
- Liaise with editors, sub-editors and designers

**Organisation:** Emirates Airlines, U.A.E.  
**Position:** International Grade 2 Cabin Crew Member  
**Period:** March2008 - March2009

#### ***Duties***

- Greet passengers as they board and exit the plane
- Show passengers to their seats and provide special attention to certain passengers, such as the elderly or disabled
- Serve meals and refreshments
- Check condition and provision of emergency equipment and information for passengers
- Administer first aid
- Deal with emergencies
- Supply passengers with newspapers, magazines and in-flight entertainment
- Stay up to date with amendments of service, safety and legislative procedures

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#### **REFEREES AND TESTIMONIALS**

Major Trudi Vosloo  
*Environmental Officer*

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