

# CV

## COREY SPENGLER-GATHERCOLE

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ANCESTRY VISA

### COMPETENCIES

Computer literate: MS  
Office / Microsoft excel.  
Report Writing  
Customer service and  
customer relations  
Administrative Support  
Research  
Data entry  
Writing and editing  
Telephone skills  
Problem solving  
Dictaphone skills  
Interpersonal Skills  
Analytical Skills  
Critical thinking skills  
Strong verbal and written  
Project Management  
Microsoft Projects  
Communication skill  
Data entry  
Scheduling  
Vendor management  
Financial Management:  
Accounts payable /  
account receivables  
Multi-tasking

### ATTRIBUTES

Dedicated  
Confident  
Pay attention to detail  
Work well in a team  
Work without  
supervision  
Have a customer focus

### INTERESTS

Gender issues  
Empowering woman  
Reading and writing  
Debating  
Research  
Public Speaking

As a highly motivated and loyal Office Manager/Project Coordinator, I am seeking a new opportunity in the UK. With my ancestral ties to the country, I am committed to building a long-term career in the UK. I have a proven track record of success in managing office operations and coordinating projects. My loyalty to my previous employers has been demonstrated through my commitment to achieving their goals and objectives. I possess strong skills in time management, communication, and problem-solving, which make me an asset to any team. I am excited to explore opportunities in the UK that allow me to utilise my skills and experience to make a positive contribution to a new organisation while continuing to grow and develop my career. My studies (PhD Political Science-current, Masters: Sociology- 2014), have taught me additional research and writing skills enabling me to do work in the academic space, I would love to explore this further. My current studies are within the area of Political Science and my experience is largely linked to working within a political organisation.

### EXPERIENCE

#### SENIOR COORDINATOR: OFFICE OF THE SPEAKER • GAUTENG PROVINCIAL LEGISLATURE • MARCH 2013 TO DATE

##### Duties:

- As a skilled Financial Manager, I have a proven track record in effectively managing budgets for office operations. I am adept at forecasting, analysing, and reporting financial data to senior management.
- In my previous roles, I have successfully identified cost-saving opportunities and implemented strategies to improve financial performance. My expertise in financial management, coupled with my strong attention to detail, allows me to ensure that budgets are optimally utilised and financial goals are achieved.
- As an experienced Manager and Coordinator, I have a strong track record of effectively managing the operations of the Office of the Executive Director. In my previous roles, I have successfully overseen the day-to-day activities of the office, ensured the efficient use of resources, and maintained effective communication with all stakeholders.
- I possess exceptional skills in team management, strategic planning, and problem-solving. I am committed to providing high-quality support to senior management and stakeholders, while fostering a positive and productive work environment. My expertise in management and coordination allows me to ensure that the Office of the Executive Director operates efficiently, effectively, and to the highest standards.
- As an experienced coordinator I have successfully coordinated a varied of strategic meetings and workshops with senior stakeholders. I have generated minutes or reports for these meetings, which were commended for their accuracy and turn around time. I have captured minutes and decisions registers with follow ups done to ensure the activities were actioned accordingly. In this role I ensured that key tasks within the office took place within specific timeframes.



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## PUBLICATIONS

**Research:** Corey Spengler (2014) Rolling to Salvation: An Ethnographic study of the "train church" ISBN: 978-3-659-50058-9

**Journal Article:** Corey Spengler-Gathercole (2022) Feminist advocacy and the push for sex work policy change, Agenda, DOI: 10.1080/10130950.2022.2114839

## ACADEMIC EXPERIENCE (2006 – 2022)

### 1. THE GLOBAL UNDERGRADUATE AWARDS • 2019, 2020 and 2022

Volunteer Judge:  
Category- Social Sciences: Sociology and Social Policy

### 2. SOCIOLOGY MARKING (INDEPENDENT CONTRACTOR) • UNISA • 2017 TO 2018

- Sociology assignments for Soc2604 (2018)
- Sociology assignments for Soc2602 (2017)
- Sociology assignments for Soc2604 (2017)

### 3. TUTORING • UNIVERSITY OF THE WITWATERSRAND, SOCIOLOGY DEPARTMENT • February to July 2007

- Third Year Sociology Students

### 4. TUTORING • UNIVERSITY OF THE WITWATERSRAND, SOCIOLOGY DEPARTMENT • February to July 2006

- First Year Sociology Students

## EXPERIENCE

### SENIOR COORDINATOR: OFFICE OF THE SPEAKER • GAUTENG PROVINCIAL LEGISLATURE • MARCH 2013 TO DATE

- I am skilled at managing the procurement process for the office, I have a proven track record of work on the SAP system. This role includes raising requisitions and direct payment requests, follow through on these requests and engagements with internal stakeholders to ensure services are successfully rendered.
- The support I have given within my role includes timeous submission or submission before the due date. I have brought in innovation and change management or transformational approaches through the support given. I have also been able to work with minimal supervision and assists with tasks outside of my KPIs. Overall, the operational support I have delivered has been above and beyond what was required.

### MEMBER OF THE MANAGEMENT COMMITTEE • CHILD WELFARE SOUTH AFRICA ROODEPOORT (CWSAR) • MAY 2019 TO MARCH 2023 (2022 BECAME VICE-CHAIR)

#### Duties:

- As a skilled member of the Child Welfare South Africa Roodepoort (CWSAR) Board of Directors I was able to assist in the successfully oversight of the running of the CWSAR in a governance and leadership capacity.
- During my time on the Board of Directors I successfully assisted in raising funds for the various projects and needs of the association. Beyond this role I was able to successfully promote the good name and interests of the association.
- During my time with the association, I successfully conducted year-end-functions for the CSWAR staff as well as raised funds for the annual Christmas party for the foster children.
- During my time on the Board of Directors I was able to hone my leadership skills which puts me in a good position to take on a leadership role within my new position.

## EARLY CAREER SUMMARY

| POSITION                                                      | COMPANY                        | PERIOD                          |
|---------------------------------------------------------------|--------------------------------|---------------------------------|
| Senior Administrative Secretary to Director Members Affairs   | Gauteng Provincial Legislature | June 2012 to February 2013      |
| Administrative Assistant: Senior Staff, Office of the Speaker | Gauteng Provincial Legislature | June 2010 to May 2012           |
| Personal Assistant: to 2 Directors                            | Department of Community Safety | May 2009 to May 2010            |
| Distributed Administrative Clerk                              | Professional Provident Society | October 2008 to April 2009      |
| MRD Branch Secretary                                          | Professional Provident Society | February 2008 to September 2008 |
| English Teacher                                               | ABC International              | August to October 2007          |
| Members Relations Suite (Call Centre)                         | Professional Provident Society | January to July 2007            |

\* Additional Details available on request



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## REFERENCES

Ms. Sthandiwe Ngubane  
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Ms. Lunga Hogan-  
Msimang  
Manager: Parliamentary  
Exchange Programme  
Gauteng Provincial  
Legislature  
+2779 888 6129  
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## EDUCATION

| QUALIFICATION                                                                                                                                  | INSTITUTION                                       | YEAR                               |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------|
| Doctor of Philosophy: Field of Political Studies<br><u>Dissertation Topic:</u> Research on Policy Change and the Decriminalisation of Sex Work | University of the Witwatersrand                   | Current (2015 to Date – Part-Time) |
| Protocol, Diplomacy and Business Etiquette – Intermediate Programme                                                                            | International Protocol Consultants                | 2022                               |
| Microsoft Projects 2016: Introduction                                                                                                          | Torque IT                                         | 2022                               |
| Microsoft Projects 2016: Advanced                                                                                                              | Torque IT                                         | 2022                               |
| Project Management Foundations Online Short Course                                                                                             | University of Cape Town and Get-Smart             | 2020                               |
| Report Writing and Advanced Meeting Coordination Training                                                                                      | HTI Solutions                                     | 2019                               |
| Project Management Essentials Masterclass for Members of Provincial Legislatures and Staff                                                     | Conferenz Learning Academy                        | 2018                               |
| Advanced Project Management Masterclass                                                                                                        | Conferenz Learning Academy                        | 2018                               |
| Zulu 2A                                                                                                                                        | Wits Language School                              | 2016                               |
| Zulu 1B                                                                                                                                        | Wits Language School                              | 2015                               |
| Master of Arts by Research: Sociology<br><u>Dissertation Topic:</u> Rape in South Africa                                                       | University of the Witwatersrand                   | 2014                               |
| Zulu 1A                                                                                                                                        | Wits Language School                              | 2014                               |
| Neurolinguistic Programming Practitioner                                                                                                       | Cutting Edge Institute of NLP and Neuro Semantics | 2014                               |
| Personal Assistants' Masterclass                                                                                                               | The Solutions                                     | 2013                               |
| Basic Zulu Course                                                                                                                              | Intec College                                     | 2013                               |
| Lifeline Counselling Course                                                                                                                    | Lifeline Johannesburg, Norwood                    | 2012                               |
| Freelance Journalism Course                                                                                                                    | Intec College                                     | 2012                               |
| Practical MS Office 2007 & 2010 Skills                                                                                                         | Biztech                                           | 2012                               |
| Protocol and Business Etiquette                                                                                                                | International Protocol Consultants                | 2012                               |
| LN Advanced Accident and Incident Management                                                                                                   | Lexis Nexis                                       | 2011                               |
| Advance Meeting and Minute Taking                                                                                                              | Siyaqoba School                                   | 2011                               |
| Bachelor of Arts with Honours in Sociology<br>Association:<br>Golden Key Honours Society                                                       | University of the Witwatersrand                   | 2007                               |
| Bachelor of Arts Degree                                                                                                                        | University of the Witwatersrand                   | 2006                               |
| Matric                                                                                                                                         | Florida Park High School                          | 2002                               |



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