

Carto Abrams-Swarts



Contact

Work Address:

University of Pretoria
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Languages

English
Afrikaans

Summary

I'm a passionate goal-oriented woman who believes that the 17 Sustainable Development Goals (SDGs) will have a positive impact on society if we live by the belief that no person should be left behind. I have a Master's of Philosophy in Communication Management. My studies at the University of Pretoria has gained me the expertise in the following areas: communication management, corporate communication, leadership and governance, as well as public administration. I developed extensive knowledge about the SDGs while completing my master's dissertation with the title "*Implementing the Sustainable Development Goals (SDGs) into the curriculum of the Department of Business Management at the University of Pretoria: Towards Reputation Gain*".

In addition to being enthusiastic and devoted to making a difference in society, I enjoy working with people and communicating knowledge. I am one of the guardians for our faculty house Commercii (since 2018), responsible for 12 executive members and 75 subcommittee members. I believe that my best characteristics are being able to help shift the mindsets of young people towards a sustainable life.

I have a strong personality and are able to work under pressure to meet deadlines and focus highly on performance, development and training in line with the company policy and management principles.

Skill Highlights

- Project management
- Good in Research Methodology
- Good in proof reading
- Good listener
- Innovative
- Service-focused

Experience

Snr Administration office - 11/2018 to present

**Community Engagement officer for the Department of Business Management
University of Pretoria – 2013 - present**

- Funding proposal applications for 2019: Breaking Systemic Barriers to Women's Participation in Science (R5 000 000.00)
- Event Planning: Started a community garden @ the Mamelodi Campus. Interaction with 1st year Business Management students (planting of vegetables in promoting SDG 2, Zero hunger)
- Several Entrepreneurship events for women in the Mamelodi community
- Education programme for the Early Childhood Education (ECD's)
- Responsible for the appointment of part-time tutors, and education assistants, process involving the submission of all relevant documentation to HR and dealing with enquiries on their behalf
- Overall coordinator of administrative processes to provide a comprehensive high-level administrative support service to the Director of the Centre and the HOD of the Department through planning, allocating, coordinating, estimating and managing of the administrative activities in the department and the budgets
- Managed the undergraduate student marks OBS 114
- Commercii (student house guardian 2018/19 & 2019/2020)
- Assist with departmental marketing events
- Supervised two Masters students in 2019

Education

PhD Candidate

University of Pretoria 2020

Master of Philosophy Communication Management

University of Pretoria (2018)

Other Qualifications

Postgraduate Diploma in Communication Management

(Top Achiever award for the Postgraduate Diploma in Communication Management (2017)

Research Methodology (2016) *with distinction*

Bachelor of Arts: Public Management and Administration (2013 - 2015)