



Dorian Hoffman

My Contact

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Hard Skill

- BCom Industrial and Organizational Psychology
- Focus on labor relations
- Analytical skills
- Interpretive skills
- Pay structure construction
- RStudio's: Research Methodology
- JASP: Research Methodology

Soft Skill

- Adventurous
- Value human dignity and diversity
- Performance-driven
- Collaborative
- Motivated
- Cooperative
- Respectful
- Objective

Education Background

- Stellenbosch University
Honours in Industrial Psychology
Current
- North West University
Bachelor of Commerce: Industrial And Organizational Psychology
Completed in December, 2022
- Hoërskool Oosterlig
High School Diploma
Completed in December, 2018

Languages

- Afrikaans
- English

About Me

Born and raised in Gauteng, South Africa, I completed my Matric at Hoërskool Oosterlig in Sunward Park, Gauteng. Pursuing my passion for labor legislation and relations, I obtained a BCom degree in Industrial Psychology with a specific focus on labor relations from North-West University, Potchefstroom, in 2019. Currently, I am enrolled at Stellenbosch University, pursuing an Honours degree in Industrial Psychology with a particular emphasis on labor legislation and relations. My key skills include conducting disciplinary hearings, dispute resolution, remuneration management, and survey construction and analysis. I am known for being creative, performance-driven, and collaborative. By combining my academic background, personal traits, and diverse experiences, I aim to make a meaningful contribution in the field of labor legislation and relations.

Education

Matriculated at Hoërskool Oosterlig
2014 – 2018

Subjects

- Afrikaans
- English
- Math
- Physical Sciences
- Computer Sciences
- Engineering and graphic design

BCom Industrial Psychology with labour legislation
2019– 2022

Key Skills gained:

- Marketing Management
- Basic concept of accounting
- Industrial Relations
- Psychological test construction

BCom Hounours Industrial Psychology with labour legislation

2023– 2024

Key Skills gained:

- Disciplinary hearings, grievances & unfair labour practice
- Misconduct, Incapacity & operational requirements
- Employment relations policies & procedure
- Dispute resolution
- Strikes and lockouts
- Remuneration management (formulating pay structures)

Work Experience

Recruitment Consultant At Status Staffing Solutions *30th Jan 2024 - Current*

Key Skills gained:

- Attracting clients to the Company
- Get a thorough understanding of clients needs
- Assisting clients with staffing solutions
- Negotiating fees with clients and concluding terms
- Sourcing and selecting of candidates against job specifications received from clients
- Conducting face to face interviews with candidates
- Conducting confidential working references on candidates
- Conducting Qualification, ITC and Criminal checks
- Drafting Job Adverts
- Drafting Referral CV's
- Drafting Employment contracts that is align with the BCEA
- Advising clients on employee retention strategies
- Doing in person client visits

Interned at LabourNet

Reference: Michael Denny

26th June 2023- 3rd July 2023

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Key Skills gained:

- Observed how LabourNet Employees conduct Disciplinary hearings.
- Observed three Arbitration cases (one at the CCMA, and two at a bargaining counsel)
- Know how to draft a Final written warning, Second written warning, and a Verbal warning using a company's disciplinary code.
- Was tasked to draft a PowerPoint presentation for a organization to explain to them how KPI's and KPA's work in performance management.
- Good grasp on the amended Labour relations Act.
- Good grasp on the Basic Conditions of Employment Act (BCEA).
- Good Grasp on the Employment equity Act.

Sales assistant at Empowered Industrial Supplies *part-time*

Reference: Chantell Hoffman

Key Skills gained:

- Sales
- Admin
- Data capturing

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Vendor at Wors roll café *part-time*

Reference: Chantell Hoffman

Key Skills gained:

- Special event catering

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