

Shannon du Plessis

Stakeholder Engagement Consultant



Profession Stakeholder Engagement Consultant

Education Maximizer CRM Database, Johannesburg, SA, 2010
 VIP Payroll, Vodacom, Johannesburg, SA, 2004
 ISO 9000 2000 Advanced, DCI (Pty) Ltd, Pretoria, SA, 2000
 Secretarial Brokers Course, Norwich Life, Pretoria, SA, 1992

**Registrations/
 Affiliations**

Specialisation Stakeholder engagement, administration of various components of EIA, EMF and basic assessment report compilation including client contact, documentation handling and budget control.

Expertise Shannon du Plessis has extensive experience in stakeholder engagement and a wide range of office and project administration tasks including budget control, document handling and client contact. Her work has involved projects in both the private and public sectors. Her role on projects is as the public participation specialist and project coordinator. In general, her roles and responsibilities include:

- assisting project managers in the coordination of tenders and proposals;
- liaising with clients, specialists and authorities on a day-to-day basis;
- developing databases as part of the public participation process;
- assisting with the development of communication strategies;
- organising and attending public and focus group meetings;
- preparing and distributing public documents such as background information documents, newspaper adverts, site notices and posters;
- identifying key issues from site visits and public consultation;
- developing issues and response reports.

Employment

2009 – present SRK Consulting (Pty) Ltd, Stakeholder Engagement Consultant, Johannesburg

2008 – present SRK Consulting (Pty) Ltd, Environmental Technical Assistant, Johannesburg

2008 – 2009 Sustainable Waste and Environmental Engineering Professionals (Sweep) (Pty) Ltd, Office Manager

2000 – 2008 Stevensons Paints, Personal Assistant

1999 – 2000 DCI (Pty) Ltd, Assistant

1994 – 1999 Project House, Personal Assistant and Recruitment Administration

1993 – 1994 Coopers and Lybrand, Office Administration

1992 – 1993 Lange and Associates, Broker assistant

Languages English – read, write, speak
 Afrikaans – read, write, speak