

Petra Hogendoorn

Email: petrahogendoorn@gmail.com

Tel: 0031 644 612 554 or
00356 9913 3592

Nationality: Dutch Passport holder.

American Visa B1/B2 valid until Nov. 2020

DOB: 16 October 1958



- Basic Safety Training (STCW VI/1)
- Restricted Radio Operator (ITU 3945)
- Small Power Boat Licence—IYT & St. Maarten Ports Authority
- Security Awareness (STCW VI/6) & V/2—Passenger Ships
- Medical Fitness (till 22 Jun 2018)
- Deck Rating of the Watch (STCW II/4)

Profile:

- Strong organizational skills with attention to detail.
- Marketing and Public Relations oriented.
- Image conscience and understand the importance of the first impression.
- Identify potential problems and either rectify or bring to the attention of the relevant authority.
- Self motivated, often going beyond the call of duty.
- Conscientious and hard working.
- Well developed communication skills.
- Computer literate.
- Available to travel
- Non smoker—No tattoos

EMPLOYMENT

Vintage Cruises—SS DELPHINE	Purser / Hotel Manager	November 2016—Present
------------------------------------	-------------------------------	------------------------------

SS DELPHINE—Joining the ship in the drydock (Lisbon)— I Immediately set about streamlining Interior and crew costs. Organised crew apartments. Took control of all the brass polishing & varnishing: inside and out, interior inventories, upgrades for interior and purchases. Trained and organized Day workers. Pre charters—together with the Captain, made cruise itineraries for the season. During Charters, Liaised with guests for day trips—booked such. Made sure of smooth interior crew operations & Galley, menu and provision planning. All crewing, ship administration, charter relations and ship clearance. To date have done two seasons onboard. To Venice via Croatia and just recently to Turkey and the Greek Islands with very satisfied guests

Unlimited Yacht Charters	Head Housekeeper / Stewardess	February 2014—October 2016
---------------------------------	--------------------------------------	-----------------------------------

MY LEGEND. This 77m motor yacht has recently been refurbished to accommodate charters in the Arctics. As Head Housekeeper, I guided the housekeeping crew through the interesting and sometimes chaotic aspects of presenting five star cabins on a not quite finished boat. Inventorized and sorted the Medical locker. Took the photo's currently used on their advertising material. During the reconstruction phase my jobs on the boat include sanding, varnishing, painting, cleaning, crew cooking, provision shopping etc.
MY SHERAKHAN (www.sherakhan.com) During charter in Housekeeping. Assist with Clearance of the ship in port. Photography of the guests for their holiday souvenir.
When not in charter: General Ship administration. Repairs to interior soft furnishings, uniforms and exterior boat covers. Most aspects of general deck maintenance.

Sint Maarten Yacht Club	Administrator / Manager	March 2008—July 2013
--------------------------------	--------------------------------	-----------------------------

Responsible for the daily administrative tasks necessary to the functioning of the Sint Maarten Yacht Club. Tasks included acting as the centre for communications, memberships, merchandise and assisted in the organization of Club Events. (Sailing and Social)
Liaised with Govt. Departments for club operating, building and dock expansion permits. Assisted with the St. Maarten Heineken Regatta, staffing the info booth and club merchandise stands with volunteers. Background assistance where needed.

Starship Realty N.V.	Property Management	January 2000—February 2012
-----------------------------	----------------------------	-----------------------------------

Selected suitable tenants. All administration and banking. Furnished, refurbished and oversaw a monthly and extended maintenance schedule of all appliances, grounds and building.

St. Maarten Sails & Canvas N.V.	Office Administrator / Manager	October 1992—February 2008
--	---------------------------------------	-----------------------------------

Duties comprised: Bookkeeping and cash management; Customer liaison; accepting work and scheduling return of finished product; inventory control; purchasing; PR, advertising, promotions, image direction and marketing. Scouted and selected specialized staff from abroad.

1988—1992 Extensive cruising with family (on a 40ft sailboat) in the Indian & Atlantic Oceans and the Caribbean Sea.

1977—1988

Sales of Antique Nauticalia & Navigational charts at 'Time & Tide' in Durban, South Africa
Marketing—Bushfillian Safaries—Tuli Block in Botswana & Johannesburg.
Public Relations —Protea Airways (Local airline) Head Office in Johannesburg
Travel Agent— at Musgave & Watson Castlemarine Travel in Johannesburg. South Africa

OTHER ACTIVITIES

Caribbean Sailing Association	Secretariat	January 2009—October 2011
--------------------------------------	--------------------	----------------------------------

Created Monthly Newsletters and dealt with queries from their website www.caribbean-sailing.com

St. Maarten Sports Federation	Member of a “Task Force”	Jan—Jun 2009 & Jan—May 2011
--------------------------------------	---------------------------------	--

Assisted with making up a Sports Program for the local schools in St. Maarten (First as a volunteer and second under Ministerial decree)

INTERESTS

- Travelling and exploring
- Kayaking
- Glass etching & other 'arty' endeavours
- Reading
- Volunteering on Start boats during regattas.
- Volunteering for any social yacht club related events
- Volunteering at the Heineken Regatta
- Volunteering at the Animal Shelter

REFERENCES

Work References

Ian Hope Ross	Sint Maarten Yacht Club	Email: ihopeross@drywall-systems.com	Tel: +1 721 520 0609
Robert Gilders	St. Maarten Sails & Canvas NV	Email: sxmsails@caribserve.net	Tel: +1 721 520 6484

Other References

Andrew Rapley	Necol Marine Electronics	Email: andrew@necol.com	Tel: +1 721 580 5326
Colin Percy	12 Metre Regatta Excursions	Email: cjp@12metre.com	Tel: +1 721 588 5885
Eddy Johnson	Chief Pilot-Manager Maritime Services	Email: Eddy_Johnson@portofstmaarten.com	Tel: +1 721 520 1867
Jan Roosens	Caribbean Sail Training Association	Email: info@caribbeansailtrainingassociation.org	Tel: +590 690 629 955

Copies of printed References upon request.

LinkedIn—Petra Hogendoorn

Born in the Netherlands 1958, emigrated to South Africa in 1964—1988. Caribbean 1992—2013