

RESUME

Michelle Andrea Dillmann

Maiden name: Maritz

Nationality: Namibian | ID: 94041300479

dillmann.mchll@gmail.com | +264 81 381 2287

michelle.dillmann@gcnam.com | +264 61 427 200

Windhoek, Namibia

Professional Profile

Organised, dedicated environmental management professional bringing practical, hands-on experience in environmental monitoring and compliance assessment within regulated industries. With a background in data management, field-based auditing, and environmental governance, combined with ongoing Master's-level study in Natural Resource Management, I am well-positioned to support environmental assessments in monitoring system design, data analysis, compliance verification, and stakeholder engagement in Namibian environmental management contexts.

Academic Qualifications

Master of Business Administration in Natural Resource Management (2025 – 2026 Enrolment) at Namibia Business school (University of Namibia)

Bachelor of Arts in Tourism Management (hons) Obtained at University of Namibia April 2019 (FH/18 – 0027665)

- Majors: Tourism Management and Planning, Environmental Management, Geographic Information Systems
- Research project in Tourism Management: Assessing perception of eco certification in Namibia's tourism industry

Language Proficiencies

Afrikaans: Native C2

English: Native/Proficient C2

German: Additional B2

Core Environmental Competencies

- **Environmental Monitoring Systems** – Design, implementation, and maintenance of monitoring frameworks
- **Environmental Data Management** – Database development, analysis, and reporting protocols
- **Environmental Compliance** – Assessment and verification of regulatory compliance
- **Site Assessment & Auditing** – Conducting environmental field audits and documenting findings
- **Environmental Report Preparation** – Monthly, quarterly, and compliance-focused environmental documentation
- **Stakeholder Liaison** – Communication with regulatory bodies, stakeholders, consultants, and internal management
- **GIS Applications** – Environmental mapping support

- **Project Planning & Scheduling** – Environmental project coordination and timeline management
- **Microsoft Office Suite** – Advanced spreadsheet and database management for environmental data
- **Workflow Automation** – Process improvement for environmental record management

Work Experience

Admin and Governance Officer: Environmental and Social Impact | Gondwana Collection Namibia August 2025 – Present

Direct responsibility for environmental monitoring systems and compliance management in tourism operations. Key achievements include maintaining current environmental monitoring records, coordinating sustainability committee reporting, and liaising with external environmental consultants on compliance audits.

Administrative Assistant & Analyst | Votorantim Metals Namibia (Nexa Resources) September 2020 – July 2025

Managed environmental monitoring records and reporting for exclusive prospecting licenses across 4+ years. Developed and maintained environmental databases for ongoing environmental monitoring of mineral exploration activities. Collaborated with international teams and external consultants on environmental assessment activities. Provided HSE technical support and coordinated emergency response planning procedures.

References

Quintin Hartung (Group Environmental & Social Impact Manager, Gondwana Collection Namibia)

☎ +264 81 156 3706

✉ quintinh@gcnam.com

Rosanne Kahuure (Sustainability Manager, Gondwana Collection Namibia)

☎ +264 81 224 2398

✉ rosanne.kahuure@gcnam.com

Fernando Baia (Exploration Manager, Nexa Resources)

☎ +55 19 98263-0358

✉ fernando.baia@nexaresources.com

Rafael Fernando De Freitas (Project Coordinator, Nexa Resources)

☎ +55 16 99212-7221

✉ rafael.freitas@nexaresources.com

Eckhart Freyer (Geologist Consultant)

☎ +264 81 124 7342

✉ efreyer@iway.na
freyer.eckhart@gmail.com