



Jaxy Theron

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Personal Assistant

Filing, Organizing and Planning

Challenges are a welcome attribute in keeping the job interesting

Self-driven and efficient

Diligent and motivated team player with strong work ethics

Contacts and general information about me

Day of birth 1992-05-19 (33 years old)

Gender Female

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2018.11 iki dabar**

Company name Enhanced Building Solutions

You were working at: Administrators

Occupation Personal Assistant

What you did at this job position? Reception, office administration, travel arrangements, preparation of marketing material

Working period **nuo 2018.07 iki 2018.10**

Company name Hirsch's

You were working at: Marketing managers

Occupation Public Relations Officer

What you did at this job position? planning publicity campaign, analysing media coverage, presentations and press releases, promotional events, visual marketing for the store.

Working period	nuo 2017.08 iki 2018.06
Company name	Revenue Management and Protection Solutions
You were working at:	Administrators
Occupation	Office Administrator / Marketing
What you did at this job position?	Office administration, travel arrangements, marketing, budgets
Working period	nuo 2016.12 iki 2017.05
Company name	Majeka House
You were working at:	Hotel managers
Occupation	Receptionist/Housekeeping Supervisor/Waitress/Pass Manager
What you did at this job position?	Coordinating guest tourism and culinary needs
Working period	nuo 2016.03 iki 2016.05
Company name	Cultivar Guest Lodge
You were working at:	Receptionists
Occupation	Receptionist
What you did at this job position?	General Management, office administration, ordering supplies.
Working period	nuo 2015.06 iki 2016.01
Company name	Julian,s Cafe Bar
You were working at:	Waiters, waitresses
Occupation	Waitress
What you did at this job position?	General duties and Cash up
Working period	nuo 2006.01 iki 2010.05
Company name	Keshnilo,s Stable Yard
You were working at:	Part time jobs
Occupation	Horse Trainer and Stable Hand
What you did at this job position?	Trained horses and young children to ride

Education

Educational period	nuo 2015.01 iki 2018.03
Degree	Diploma
Educational institution	The Private Hotel School
Educational qualification	NQF lvl 6
I could work	yes

Educational period	nuo 2014.01 iki 2014.12
Degree	Certificate
Educational institution	Academy of Photography and Graphic Design
Educational qualification	Certificate
I could work	No
Educational period	nuo 2012.01 iki 2013.11
Degree	Certificate
Educational institution	Tshwane University of Technology (Arts)
Educational qualification	Certificate
I could work	No

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	good	good

Computer knowledge

Adobe Photoshop, Bridge, Lightroom, InDesign, and Illustrator
 Microsoft Word, Excel, Powerpoint, Outlook
 Basic understanding of OPERA and Nightsbridge
 Full conversant with SEMPER operating system

Recommendations

Contact person	Marco Intini
Occupation	Owner/Boss
Company	Julian,s Cafe Bar
Telephone number	0605274059
Contact person	Jacolene Kruger
Occupation	Administration Manager
Company	Majeka House
Telephone number	0818246250
Contact person	Pierre Theron
Occupation	Director
Company	Enhanced Building Solutions
Telephone number	0836773866

Contact person	Bivash Haripersadh
Occupation	Store Manager
Company	Hirsch,s Somerset West
Telephone number	0820422591

Additional information

Your hobbies	Horse riding photography graphic design dancing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-01-00 (14 years)
Salary you wish	8500 - 12000 R per month
How much do you earn now	10000 R per month