



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 (31 years old)
Gender	Female
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

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 (12 years)
Salary you wish	8500 - 12000 R per month
How much do you earn now	10000 R per month