



# Joane Coetzer

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for work within my field of study that is Human resource management. I am a young, strong, decisive lady that is very able and goal-oriented. I consider myself a people's person that has strong interpersonal skills that I develop through my University years as well as being acquainted with the SABPP student chapter, where I learned how to better communicate and develop my skills more in Microsoft office and what I lacked in experience I make up for through hard work, adaptability, initiative and time management. I work very well in a team setting, I find it easy to communicate with different people I can effectively manage and organise task that's given to me as well as delegating work between group members.

I have devised strategic initiatives which I believe will prove valuable to any company/team. Throughout the course of my studies, I developed my flexibility and innovation to solve problems this was especially crucial to the SABPP Student chapter where I was the Social media representative as filled other areas that helped make the student chapter a success, for example, I helped the events coordinator to come up with creative ideas for projects and topics that the students would be attracted to as well as doing presentations to promote the student chapter. I am a capable and consistent problem-solver, that is skilled at prioritising and managing projects with proficiency and in set time frames.

In my previous role, I contributed to team settings by communicating, using teamwork and interpersonal skills to advance team efforts. I am progressive-minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong time-management talents. I enjoy collective brainstorming sessions which allow me to coordinate activities to achieve a common goal.

Thank you in advance for any opportunities you can offer.

Preferred occupation

HR intern

Management, human resources jobs

Recruitment professional

Management, human resources jobs

	Receptionist Administrative jobs
	Training Development intern Management, human resources jobs
	Human resource assistant Management, human resources jobs
Preferred work location	Witbank Mpumalanga
	Klerksdorp North West
	Middelburg Mpumalanga
	Parys Free State
	Pretoria / Tshwane Gauteng
	Brits North West
	Potchefstroom North West
	Struisbay Western Cape
	East Rand Gauteng

#### Contacts and general information about me

Gender	Female
Residential location	Delmas Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

#### Education

Educational period	<b>nuo 2012.01 iki 2016.12</b>
Degree	Grade 12 / Matric
Educational institution	High School Middelburg
Educational qualification	Matric certificate
I could work	Yes

Educational period **nuo 2017.02 iki 2019.12**  
 Degree Degree  
 Educational institution North-West University  
 Educational qualification BA Industrial psychology and labour relations management  
 I could work Yes

Educational period **nuo 2020.02 iki 2020.12**  
 Degree Honours  
 Educational institution North-West University  
 Educational qualification Hons Human Resource Management  
 I could work Yes

### Languages

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

### Computer knowledge

Microsoft office

### Additional information

Your hobbies \* Reading variety of novels  
 \* Going to animal shelters  
 \* Hiking  
 \* Cooking

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2017-08-00 (8 years)

Salary you wish 12000 R per month