



# Andrea Van Rooyen

Curriculum Vitae (CV)

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

I am a hard worker and fast learner, I have my matric qualification and recently graduated from Business College with Honors in Computer Literacy. I am innovative and reliable. I would like office work, whether it is admin assistant, admin or filling clerk.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Mahikeng / Mafikeng North West

## Contacts and general information about me

Day of birth	1994-08-15 (31 years old)
Gender	Female
Residential location	Mahikeng / Mafikeng North West
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>

## Work experience

Working period	<b>nuo 2013.01 iki 2016.12</b>
Company name	Danville Little Saints E.L.C
You were working at:	Training
Occupation	Teacher's Assistant
What you did at this job position?	Admin, office work, gave lessons, looked after children

## Education

Educational period	<b>nuo 2018.06 iki 2018.12</b>
Degree	Certificate
Educational institution	Prestige Business College
Educational qualification	Certificates

## Computer knowledge

Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Photoshop

### Recommendations

Contact person	Mrs.E. Green
Occupation	Former Boss, Entrepreneur
Company	Danville Little Saints E.L.C
Telephone number	0760297704

### Additional information

Your hobbies	Reading, volunteering at Rebirth Christian Center Rehabilitation Center, helping recovered addicts to complete their Matric qualification
Driver licenses	None