



Colleen La Gorce

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Looking for a position that I can work from home, administrative typing or data capturing. I have extensive experience in sales, so I would not mind a position which involves lead generation and appointment setting. Previous experience includes call centre management and customer service. I am disciplined, able to self manage, and have effective time management skills. I also have management experience, team manager & Call Centre operations management. Currently I am looking to be able to operate from home, be it as part of a team, or individual. Communication is strong, I have a good command of English, writing and speaking. Email writing is strong, and I am competent in Microsoft Office.

Preferred occupation	Data capturers Administrative jobs
	Marketer Ads, marketing jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1964-11-30 (59 years old)
Gender	Female
Residential location	Southern Suburbs Western Cape
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	from 2019.09 to 2020.12
Company name	SA niche Publishers
You were working at:	Advertising sales executive
Occupation	Sales executive
What you did at this job position?	Selling online and print media, B2B, in Agricultural industry

Working period **nuo 2018.01 iki 2019.08**
 Company name Cape Media
 You were working at: Advertising sales executive
 Occupation Account Manager
 What you did at this job position? Selling B2B advertising print media

Education

Educational period **nuo 1978.01 iki 1982.12**
 Degree Grade 12 / Matric
 Educational institution South Peninsula Senior Secondary School
 Educational qualification Team Management certificate
 I could work As A team manager, customer services & support, online sales, face to face sales, telephonic & Email sales.,

Languages

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

Computer knowledge

Windows, Microsoft Office (Emails, Word, Excel, Power point), Internet, Workforce CRM Systems

Recommendations

Contact person	Vensia Fowler
Occupation	Project Manager
Company	Cape Media
Telephone number	082 954 4395
Email address	venesia@capemedia.co.za
Contact person	Rudi Bali
Occupation	Project Manager
Company	Cape Media
Telephone number	021 681 7000
Email address	rudi@capemedia.co.za

Additional information

Your hobbies I like walking, outdoor activities, reading (on internet nowadays)
 Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2003-02-00 (21 years)

Salary you wish	250000 R per month
How much do you earn now	15000 R per month