



# Jennifer Michaels

Curriculum Vitae (CV)

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

I am currently unemployed, availability for immediate appointment in any Administration, Reception, Customer Service positions. I'm very flexible and a quick learner. I am self disciplined, punctual and always make an effort to do more in my work place. I work well in a team but I can work well on my own if I need to. I enjoy working in an office environment. I don't have a problem work over time if need be.

Preferred occupation	Receptionist
	Administrative jobs
	Filing clerk
	Administrative jobs
	Secretaries
	Administrative jobs
Preferred work location	Port Elizabeth
	Eastern Cape

## Contacts and general information about me

Day of birth	1984-12-29 (41 years old)
Gender	Female
Residential location	Port Elizabeth
	Eastern Cape
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2019.02 iki 2020.10</b>
Company name	Camelot Spa
You were working at:	Receptionist
Occupation	Reception
What you did at this job position?	Reception & All Administration

## Education

Educational period	<b>nuo 1999.01 iki 2003.12</b>
Degree	Grade 12 / Matric
Educational institution	Brandwag High School
Educational qualification	Matric
I could work	08:00 until 18:00

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

#### Computer knowledge

Computer literate  
Micro Soft Word

#### Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2011-02-00 (15 years)
Salary you wish	8000- R per month
How much do you earn now	7000- R per month