



# Jacqueline Stassen

Curriculum Vitae (CV)

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

I'm a diligent legal litigation secretary with 19 years experience skilled in civil and commercial litigation fields. I am proficient in Microsoft office and AJS accounting packages. I can work well as part of a team or on my own with and/or without minimal supervision. I have excellent interpersonal and communication skills.

I'm contemplating moving to Vanderkloof and are looking for any admin, personal assistant, reception or legal litigation secretary vacancies.

I am open in learn new skills should potential employers require me to do so.

Preferred occupation

Secretaries

Administrative jobs

Collections paralegal

Law, legal jobs

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

Preferred work location

Vanderkloof

Northern Cape

## Contacts and general information about me

Day of birth

1981-11-06 (44 years old)

Gender

Female

Residential location

Northern Suburbs

Western Cape

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

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## Additional information

Salary you wish

8000 R per month

How much do you earn now

20000 R per month