Ann Pope

Curriculum Vitae (CV)

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What job i'm looking for? My positive points

I am seeking a position as a Personal Assistant. I have extensive experience and am able to carry out duties across the broader Personal Assistant and into Office Management roles

My positive points are as follows:

• People’s person with good interpersonal skills.
• Honest and ethical
• Energetic, resilient and persistent
• Above average organisational, planning and prioritization skills and am goal orientated and self motivated
• I have a strong attention to detail and am very methodical and attempt to do things “first time right” = strive for excellence
• Ability to deal with sensitive information with discretion and to maintain confidentiality.
• Initiative
• Solution orientated
• Go-getter, dynamic, and a positive person with a can do attitude
• Deadline driven and thrive under pressure

Preferred occupation	Personal assistant Administrative jobs
Preferred work location	Northern Suburbs Western Cape

Contacts and general information about me

Day of birth	1969-12-23 (56 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.* Sign in

Additional information	
Salary you wish	25000 R per month

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