



Lisa Caroto

Curriculum Vitae (CV)

What job i'm looking for? My positive points

welcome the opportunity to discuss how my experience aligns with your needs.

Thank you for considering my application.

I look forward to the possibility of discussing my application further.

Sincerely,

Lisa Caroto

Preferred occupation Project Administrator
 I am writing to express my interest in the Project Administrator position within your Technical & Administrative jobs
Strategy (T&S) team. With over two decades of experience in project administration, office
Preferred work location Northern Suburbs
 management, and health and safety, I am confident that my background uniquely qualifies me to
 contribute effectively to your team and support the successful management of your projects.

Contacts and general information about me

During my tenure at ADP Marine and Modular, where I served as a Project Administrator for over a
Day of birth 1974-10-28 (51 years old)
 decade, I developed a deep understanding of the complexities involved in large-scale project
Gender Female
 management. My role encompassed coordinating intricate project logistics, processing purchase
Residential location Northern Suburbs
 orders, and implementing rigorous cost control measures. I was responsible for client invoicing and

ensuring that all financial transactions were executed with precision and timeliness. This
Telephone number Information is available only for registered users.

experience allowed me to contribute directly to keeping our projects within budgetary constraints
Email address Information is available only for registered users.

and meeting critical deadlines.
Sign in

In addition to my administrative duties, I provided comprehensive secretarial support, including

Work experience

My primary focus was for senior executives, organizing meetings, and preparing essential reports and
Working period nuo 2018.10 iki 2024.09

documentation. My ability to manage multiple tasks and maintain a high level of organization was
Company name Project Assignments

crucial in supporting the smooth operation of various projects simultaneously. This experience has
Equipment working at Administrator

equipped me with a strong foundation in project management principles, financial oversight, and
Occupation Project Administrator/Health and Safety Officer

Occupational support—skills that I am eager to bring to your team.
What you did at this job position? Risk assessment and management • Issuing work permits •
 Implementing health and safety policies • Conducting site
 inspections and audits • My recent investigations include risk assessment,
 developing emergency response plans • Document control and
 document control, and financial management. I develop and implement health and safety policies,
 record-keeping

conduct site inspections, and manage work permits, ensuring that projects are executed safely and

efficiently.
Working period

nuo 2015.07 iki 2018.09

Company name C-Squared Project Management

The Project Administrator role at your company offers an exciting opportunity to leverage my
Where were working at: Administrators

extensive experience. I am particularly motivated by the prospect of supporting the Executive Head
Occupation Project Administrator

of Technical & Strategy by managing schedules, arranging meetings, and handling travel plans, all
What you did at this job position? Managing finance, HR and training • Office management and
 administration • Processing invoices and payments •

experience in budget management, coordinating, and project logistics activities allow me to contribute

effectively to your team's objectives.

I am enthusiastic about the possibility of contributing to your company's success and would

Working period	nuo 2004.11 iki 2015.06
Company name	ADP Marine and Modular
You were working at:	Administrators
Occupation	Project Administrator
What you did at this job position?	Purchase orders, cost control, and client invoicing • Diary management and secretarial support • Coordinating project logistics and reporting

Education

Educational period	nuo 1994.01 iki 1995.01
Degree	Diploma
Educational institution	Damelin
Educational qualification	Practical Laboratory

Educational period	nuo 2022.01 iki 2023.01
Degree	Certificate
Educational institution	Emcare
Educational qualification	Health and Safety Officer

Languages

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

Computer knowledge

Sage Pastel
SharePoint
Microsoft Office
PowerPoint
Job Boss software

Recommendations

Contact person	Clayton Watson
Occupation	Supervisor
Company	Project Assignments
Telephone number	082 804 0914

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	32000 R per month

How much do you earn now

28000 R per month