



Shannon Edgecome

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have over 6 years experience in hospitality and have expanded my view on what clients need and help where I can. I enjoy traveling and going out of town, I am always looking for new experiences in work and personal life. I am always open to new suggestions. I am a quick learner to anything new and will ask questions more than once if I am not sure. I enjoy meeting new people and creating a fun but good business relationship with new and old clientele base. I am a fun and outgoing person, easy to get along with. My hobbies are playing soccer, building puzzles and playing with my pets and spending time with my friends and family.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng
	East Rand Gauteng

Contacts and general information about me

Day of birth	1989-03-15 (36 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2009.09 iki 2016
Company name	Premier Conferencing cc
You were working at:	Other jobs
Occupation	Admin Assistant/ Events Coord/ Operations Manager
What you did at this job position?	Short description / Breakdown of experience in current position: Events (Booking Hotels & Venues), Organizing (Hotels, Speakers, Venues & Clients), Bookings (Couriers, Meetings, Venues, Flights, Accommodation & Shuttles), Driver (Deliveries & Collections of Documents, buying Groceries), Personal Assistant (Director & Accounts), Ordering of all stationery, Reception, Administration.
Working period	nuo 2008.11 iki 2009.03
Company name	Daily Graphics
You were working at:	Graphic designers
Occupation	Reception, Girl Friday, PA
What you did at this job position?	Invoicing on QuickBooks Pro Edition 2003, Typing letters on MS Word, Answering of telephones, Data Capturing, Excel Spreadsheets, Ordering of stock, Doing statements and payments on customers, Filing, Sending driver on deliveries and collections
Working period	nuo 2008.08 iki 2008.10
Company name	Velocity Audio
You were working at:	Administrators
Occupation	Girl Friday / PA
What you did at this job position?	Filing, Typing letters on MS Publisher, Answering of telephones, Data Capturing, Excel Spreadsheets, Booking in of repairs, Follow up on quotations, Send out quotations, Booking of collections in and out with Couriers
Working period	nuo 2008.04 iki 2008.06
Company name	V.I. Instruments (Div of Rutherford)
You were working at:	Administrators
Occupation	Internal Sales Representativ
What you did at this job position?	Client liaison and sales, Stock control, Liaison with suppliers, Processing of documentation, Monitor customer backorders, Monitor outstanding orders on local suppliers, Monitor stock levels, React to all sales enquiries, Send out quotations, Generate all necessary paperwork for orders and invoices, Liaise with "Dispatch" regarding any special deliveries □ All products delivered to the store are entered into the system with codes and cost prices □ Assist sales personnel with queries and quotes □ Booking in of repairs, Follow up on quotations, Invoicing of repairs, Filing

Working period	nuo 2007.03 iki 2007.06
Company name	Missing Link Education in Observatory
You were working at:	Administrators
Occupation	Girl Friday
What you did at this job position?	Filing, Typing letters on MS Word, Answering of telephones, Booking of appointments, Data Capturing, Excel Spreadsheets, Invoicing on Pastel

Education

Educational period	iki 2006.12
Degree	Grade 12 / Matric
Educational institution	Cambridge International in Pretoria
Educational qualification	Grade 12 (Matric)

Languages

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

Computer knowledge

MS Word and Excel, Outlook, Pastel, QuickBooks Pro Edition 2003, Powerpoint, Syspro, Sendblaster, Adobe Standard X, Mailstyler

Recommendations

Contact person	Dave Pendrill
Occupation	Divisional Manager
Company	VI Instruments _Rutherford
Telephone number	0118782600
Email address	pendrillda@rutherford.co.za
Contact person	Glenn Patience
Telephone number	0722297723
Email address	glenncpatience@gmail.com
Contact person	Lannice Bosman
Occupation	Reservation Supervisor
Company	Tsogo Sun, Garden Court Milpark
Telephone number	0102191000
Email address	lannice.bosman@tsogosun.com

Contact person	Ted Khoury
Occupation	Director
Company	Freight Care Logistics
Telephone number	0829207426
Email address	tkhoury@freightcarelogistics.co.za

Additional information

Your hobbies	My hobbies are playing action soccer and volleyball, building puzzles and playing with my pets and spending time with my friends and family, Painting and fixing up the house. Working on cars.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2008-01-00 (18 years)
Salary you wish	10000 R per month
How much do you earn now	9000 R per month