



# Clarissa Van Der Merwe

Curriculum Vitae (CV)

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

I enjoy doing Admin work but as I am creative and did a year of Drafting., I am a very punctual person and do not enjoy running late. I am quiet and reserved in large groups but in smaller groups and one on one I am comfortable. I am a fast learner helped my father in his business with banking, emails and general admin functions. I have an above average knowledge of the English Language. I have a licence and my own car.

|                         |                                    |
|-------------------------|------------------------------------|
| Preferred occupation    | Secretaries<br>Administrative jobs |
| Preferred work location | East Rand<br>Gauteng               |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1997-12-13 (28 years old)   |
| Gender               | Female  |
| Residential location | East Rand<br>Gauteng  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                      |                                |
|----------------------|--------------------------------|
| Working period       | <b>nuo 2015.10 iki 2016.03</b> |
| Company name         | Caves (now Hamleys)            |
| You were working at: | Shop assistants                |
| Working period       | <b>nuo 2014.01 iki 2016.11</b> |
| Company name         | Jukebox Hire                   |
| You were working at: | Administrators                 |

## Education

|                         |                                |
|-------------------------|--------------------------------|
| Educational period      | <b>nuo 2011.01 iki 2015.11</b> |
| Degree                  | Grade 12 / Matric              |
| Educational institution | H/S Dr. E.G. Jansen            |

|                           |   |
|---------------------------|---|
| Educational period        | <b>nuo 2016.02 iki 2016.01</b>  |
| Degree                    | Certificate   |
| Educational institution   | CTU Training Solutions  |
| Educational qualification | qualified AutoCAD User, qualified Revit User, qualified Inventor User |
| I could work              | Draftsman   |

### Languages

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English   | fluent         | fluent              | fluent        |
| Afrikaans | fluent         | fluent              | fluent        |

### Computer knowledge

Microsoft :

Adobe

Word

Exel

Power Point

Outlook

AutoDesk:

Revit

Inventor

AutoCAD

### Recommendations

|                  |                       |
|------------------|-----------------------|
| Contact person   | Francois              |
| Occupation       | Owner at Jukebox Hire |
| Company          | Jukebox Hire          |
| Telephone number | 0725083728            |
| Email address    | sales@jukes.co.za     |

### Additional information

|                          |                            |
|--------------------------|----------------------------|
| Your hobbies             | Reading<br>Baking          |
| Driver licenses          | B Light Vehicle ≤ 3,500kg  |
| Driver license from      | 2016-03-00 (9 years)       |
| Salary you wish          | 7000 R per month           |
| How much do you earn now | 0 (unemployed) R per month |