



Jacqueline Atterbury

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Sincerely,

Mrs. Jacqueline Janine Atterbury

Cell number 0766 980 975

Preferred occupation **Secretaries**
APPLICATION FOR THE POSITION ADVERTISED
Administrative jobs

Preferred work location **Port Elizabeth**

I am writing to express my interest in the position currently opened. I am interested to fill this

vacancy because of its relevance to my prior professional and academic experiences. I strongly

Contacts and general information about me
believe that I can make a considerable contribution at your company.

Day of birth **1968-02-25 (57 years old)**

Gender **Female**

In addition to my growing knowledge of office admin and Microsoft knowledge I can offer many skills

Residential location **Port Elizabeth**
from my work and other activities, for example:;

Telephone number *Information is available only for registered users.*

[Sign in](#) · working enthusiastically and productively under pressure;

Email address *Information is available only for registered users.*

[Sign in](#) · dealing professionally with a wide range of people;

· working in a variety of teams and on my own initiative;

Work experience

Working period **nuo 1986.01 iki 2017.05**

Company **My company** I have used Microsoft packages such as Word and Excel. My communication skills have

Years worked **10 years** I have developed both through my **Receptionist** experience and with staff members. I adapt myself

Occupation **Receptionist** to new staff and clients. I **receptionist** from others and helping others where I can. I am a

What you did at this job position? **I played data capturing , receptionist**

Education

While managing great amount of responsibility and in a pressurized environment, I have

Educational period **nuo 1980.01 iki 1985.11**

demonstrated proficiency and exclusive skills in legal typing and administration.

Degree **Grade 12 / Matric**

Educational institution **economic , scient , Engelish , Afrikaans , maths .**

In this vacancy I see the ideal opportunity to use my experience and knowledge that I have gained

Educational qualification **matric**

and a chance for further personal development. I therefore believe that this makes me a strong

I could work **with people**

candidate for any position you can offer.

Languages

Thank you very much for your time and consideration of my application.

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| Afrikaans | very good | very good | very good |
| English | good | very good | good |

Computer knowledge

Med-E-mass

Elixor

Practice Perfect

Power point

Outlook

**Excel
Conferences, seminars**

MS word

None

Pastell

Recommendations

| | |
|------------------|---------------------|
| Contact person | christo |
| Occupation | supervisor |
| Company | Profit and partners |
| Telephone number | 0822626812 |

Additional information

| | |
|--------------------------|--|
| Your hobbies | Camping Fishing Sport |
| Driver licenses | EB Articulated Light Vehicle ≤ 3,500kg |
| Driver license from | 1989-10-00 (36 years) |
| Salary you wish | 10000 R per month |
| How much do you earn now | 10000 R per month |