



Corlia Spies

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Personal Assistant to CEO and Sales Manager
- Co-ordinate diary for the CEO regarding meetings
- Prepare travel and accommodation arrangements
- Maintain confidential records and files
- Sales
- Review and edit reports on the Board
- Take minutes of meetings
- Devising and maintaining office systems, including data management and filing
- Carrying out background research and presenting findings
- Producing documents, briefing papers, reports and presentations
- Organizing and attending meetings and ensuring the manager is well prepared
- Liaising with clients, suppliers and other staff.
- Events planning

Preferred occupation Personal Assistant
 Administrative jobs

Preferred work location West Rand
 Gauteng

Contacts and general information about me

Day of birth 1984-04-28 (41 years old)

Gender Female

Residential location Johannesburg
 Gauteng

Telephone number *Information is available only for registered users.*
 [Sign in](#)

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

Working period **nuo 2015.08 iki dabar**

Company name Avon-Justine

You were working at: HR specialists

Occupation Executive Personal Assistant

What you did at this job position? • Personal Assistant to the HR Director and Legal Director at their Head Office of 500+ employees. • Diary Management for both Directors - ensuring all correspondence is dealt with timeously. • Travel and accommodation, this include directors and extended HR Team travel arrangements. • Set up Team and National Sales Meetings including venue finding, setting up agenda, catering. • Boardroom bookings for interviews and conference calls overseas. • Taking Minutes of meetings • Assisting HR in new hires, terminations, lateral moves and grade moves. • Setting up interviews on video call, conference calls and skype calls. • Working together with other local and international PA's to arrange meetings. • Working on Visio, Workday, SAP Ariba, Outlook, Word, Outlook and Skype for Business. • Raising PO's and BPO's for our department. • Assisting Legal Department in formatting documents. • Devising and maintaining office systems, including data management and filing. • Carrying out background research and presenting findings

Working period **nuo 2012.03 iki 2015.07**

Company name SW Contracts

You were working at: Decorators

Occupation Personal Assistant

What you did at this job position? • Personal Assistant to CEO and Sales Manager • Co-ordinate diary for the CEO regarding meetings • Prepare travel and accommodation arrangements • Maintain confidential records and files • Sales • Review and edit reports on the Board • Take minutes of meetings • Devising and maintaining office systems, including data management and filing • Carrying out background research and presenting findings • Producing documents, briefing papers, reports and presentations • Organising and attending meetings and ensuring the manager is well prepared • Liaising with clients, suppliers and other staff. • Events planning

Working period **nuo 2008.01 iki 2012.02**

Company name Makinky Manzi

You were working at: Decorators

Occupation Personal Assistant / Events planner

What you did at this job position? • Personal Assistant to CEO and Office Administrator • Sales • Co-ordinate diary for the CEO regarding meetings • Marketing the venue and chalets via email campaigns and advertising through a variety of media • Meeting with prospective clients to present the different options, doing a tour of the facilities and convincing them to make use of Makinky Manzi's facilities • Meeting up with wedding couples to discuss finer details and quote accordingly • Decorating the ceremony and reception spaces • Project management of weddings and conferences • Review and negotiate vendor contracts • Oversee all wedding day activities

Working period	nuo 2005.01 iki 2007.12
Company name	Signhouse
You were working at:	Graphic designers
Occupation	Personal Assistant / Marketing
What you did at this job position?	• Personal Assistant to CEO and Office Administrator • Co-ordinate diary for the CEO regarding meetings • Review and negotiate vendor contracts • Marketing • Sales • Administration

Education

Educational period	nuo 2014.01 iki 2014.04
Degree	Certificate
Educational institution	PYT
Educational qualification	Hospitality

Educational period	nuo 2017.01 iki 2017.02
Degree	Certificate
Educational institution	In House Training
Educational qualification	Information Manangement

Languages

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

Computer knowledge

- MS Office products
- Internet Literate
- Concur
- SAP
- Alexander Forbes
- Visio
- Photoshop CS1
- Indesign
- CorelDraw
- Adobe Acrobat
- PowerPoint

Additional information

Your hobbies	Mountain bike riding Scuba
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	Action Netbal
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2003-04-00 (22 years)
Salary you wish	30000 R per month
How much do you earn now	25000 R per month