



# 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 (40 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	<b>nuo 2005.01 iki 2007.12</b>
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	<b>nuo 2014.01 iki 2014.04</b>
Degree	Certificate
Educational institution	PYT
Educational qualification	Hospitality
Educational period	<b>nuo 2017.01 iki 2017.02</b>
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 (21 years)
Salary you wish	30000 R per month
How much do you earn now	25000 R per month