



Tammy Chay Hinckley

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I thoroughly enjoy working with people, I am meticulous, attentive to detail, honest and hardworking. I am people orientated and love helping people. My vision for the future is to work with children who have had a difficult life, abused or abandoned, to overcome the problems that face them and help them overcome their fears and challenges and help them better themselves and their situation. I have university exemption and I am currently studying Psychology, and then also specialise in child psychology thereby I can work with people of all ages and races.

I ideally would like to work for the government as this will open the door for me to work with people of all walks of life and help them and also open the door for me to grow in the institution and in the future possibly work in the welfare department where I can assist all people.

Preferred occupation

Secreterial and receptionist
Other jobs

Receptionists
Hotel jobs

Secretaries
Administrative jobs

Nannies
Nanny, babysitter, child care jobs

Part time jobs
Part time, weekend jobs

Jobs for students
Student jobs

Preferred work location

Ermelo
Mpumalanga

Breyten
Mpumalanga

Secunda
Mpumalanga

Contacts and general information about me

Day of birth	1995-08-22 (30 years old)
Gender	Female
Residential location	Ermelo

Telephone number

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

Email address

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

- | | |
|------------------------------------|---|
| Working period | nuo 2014.01 iki 2014.05 |
| Company name | Private Contractors |
| You were working at: | Generals |
| Occupation | Assistant Manager |
| What you did at this job position? | Demolition for Ster-Kinekor and Nu-Metro Theatres - Assisted Employer to drive construction workers to site and home again, checked e-mails, attended to tasks that needed to be completed on-site. Reference number: Stephen: 0726347730 |
| | |
| Working period | nuo 2014.06 iki 2015.05 |
| Company name | Villa Bianca |
| You were working at: | Waiters, waitresses |
| Occupation | Waitress and Hostess |
| What you did at this job position? | worked as a waitress and hostess, taking calls, making reservations, seating clients, attending to take-away orders and directing delivery staff. Reference number: Clinton: 0826104048 |
| | |
| Working period | nuo 2015.04 iki 2015.07 |
| Company name | Summerfields Primary School |
| You were working at: | Part time jobs |
| Occupation | Aftercare Teacher |
| What you did at this job position? | I worked as an aftercare teacher doing homework with Grade 1's and 2's. Reason for no longer working there is due to my move to Dullstroom. Reference number: Liz: 0824981195 |
| | |
| Working period | nuo 2015.08 iki 2016.03 |
| Company name | Dullstroom Adventure Centre |
| You were working at: | Secretaries |
| Occupation | Receptionist |
| What you did at this job position? | I was the receptionist. I dealt with clients face to face on a daily basis, captured activity bookings on the activity bridge, collected payments from clients, attended to emails, and performed administration tasks. Reference Number: Grant: 0132450031 |

Working period	nuo 2016.07 iki 2017.05
Company name	Jasper Consultants
You were working at:	Other jobs
Occupation	Client Liaison
What you did at this job position?	I worked as a Client Liaison in the web development department. I dealt with new and existing client queries on a day to day basis. I allocated client work for creation to the developers daily. I dealt with paperwork to be sent to our Google department, as well as our Admin department. I created paperwork for the developer's tasks for the following day. I set up demo websites for the developers to work on at their respective clients. I made websites live. I dealt with the sales department if there was outstanding paperwork and I elevated new leads to management. Reference Number: Eugene or Nastasia: 0118414777

Education

Educational period	nuo 2011.01 iki 2013.11
Degree	Grade 12 / Matric
Educational institution	High School for girls Potchefstroom
Educational qualification	Grade 12 with University Exemption
I could work	no
Educational period	nuo 2015.01 iki 2017.09
Degree	Degree
Educational institution	UNISA
Educational qualification	Currently studying: Qualification: BA(HEALTH SC & SOC.SERVICES) Specialisation: Psychological Counselling
I could work	yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Very good knowledge of MS word, Excel, and powerpoint

Recommendations

Contact person	Stephen
Occupation	Manager
Company	Private Contractor
Telephone number	0726347730
Email address	stephen@labriemine.co.za

Contact person	Clinton
Occupation	Manager
Company	Villa Bianca
Telephone number	0826104048
Contact person	Liz
Occupation	Aftercare head
Company	Summerfields Primary School
Telephone number	0824981195
Contact person	Grant
Occupation	Tour Guide and manager
Company	Dullstroom Adventure Centre
Telephone number	0132450031
Contact person	Eugene or Nastasia
Occupation	Manager or HR head
Company	Jasper Consultants
Telephone number	0118414777
Email address	eugenev@jasper.co.za

Additional information

Your hobbies	Swimming Reading Hockey Coloring Studying Hiking Adventure seeking
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-02-00 (11 years)
Salary you wish	+/- 16 000 R per month
How much do you earn now	18 000 R per month