



# Stacey Koopman

Curriculum Vitae (CV)

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

Administrative

General Admin

Receptionist

Office Management

Preferred occupation

Administrators

Administrative jobs

Preferred work location

Cape Winelands

Western Cape

Northern Suburbs

Western Cape

## Contacts and general information about me

Day of birth

1989-07-25 (34 years old)

Gender

Female

Residential location

Cape Winelands

Western Cape

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 2011.12 iki 2013.06**

Company name

Protea Hotel Stellenbosch

Occupation

Receptionist

What you did at this job position?

-Handling of complaints -Check in -Check out -Direct Billings  
-Currency exchange -Refunds -Keep GUEST satisfy -Take  
payments -Data Capturing -Switchboard -Taking and  
forwarding messaging -lissuing of receipts for deposits paid  
-Updating profiles -Work under pressure -Independent decision  
making -Clear and friendly voice -Making of individual  
Reservations -Ordering of stock

Working period **nuo 2013.12 iki 2014.06**

Company name Protea Hotel Stellenbosch

Occupation Reservations Agent

What you did at this job position? - Making of Reservations - Downloading Profiles from travel groups - Editing online reservations - Doing Direct billings - Editing profiles - Sending out Quotes - Sending out Invoices - Confirming Reservations

Working period **nuo 2014.06 iki 2015.06**

Company name Afriplex /Doehler South Africa

Occupation Front Office Administrator

What you did at this job position? Reception Duties -Ordering of Stationary -Switchboard -Access control Logs -Data capturing -Insert training onto data base of completed training of individuals -Convey of messages -Helping out Management with individual duties -Bookings of Meetings -Sending out meeting requests -Ordering of cleaning detergents -QC data capturing -Bottling Reports input IT Management

### Education

Educational period **nuo 2007.02 iki 2009.12**

Degree Certificate

Educational institution Northlink College Bellville

Educational qualification Business Management NQF Level 4

### Languages

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

### Computer knowledge

- Microsoft Office Excel / Word
- Microsoft Office PowerPoint
- Microsoft Office Outlook
- Internet
- Opera

### Recommendations

Contact person Yolandi

Occupation Front Office Manager

Company Protea Hotel Stellenbosch

Telephone number 021 8809500

Contact person	Riaan
Occupation	Systems Manager
Company	Afriplex/Doehler SA
Telephone number	021 8724976

#### **Additional information**

Driver licenses	B Light Vehicle ≤ 3,500kg
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