



# Joanne Richards

Curriculum Vitae (CV)

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

Admintration,hospitality,secratary,health and Safety

My Positive Points:

I can work under pressure, great listener, have a great work ethic, very punctual and communicative.

|                         |                                    |
|-------------------------|------------------------------------|
| Preferred occupation    | Secretaries<br>Administrative jobs |
| Preferred work location | Eden<br>Western Cape               |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1995-01-21 (30 years old)   |
| Gender               | Female  |
| Residential location | Eden<br>Western Cape  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2013.01 iki 2013.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Knysna secondary School        |
| Educational qualification | Nasional Senior Certificate    |

## Languages

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

## Computer knowledge

### Recommendations

|                  |                         |
|------------------|-------------------------|
| Contact person   | C. Stander              |
| Occupation       | High School Principal   |
| Company          | Knysna Secondary School |
| Telephone number | 044 385 0310            |

### Additional information

|                          |   |
|--------------------------|---|
| Your hobbies             | Reading<br>love cooking<br>Listening to music |
| Driver licenses          | None  |
| Salary you wish          | 5000 R per month                              |
| How much do you earn now | 1500 R per month                              |