



# Jamie Bernstein

Curriculum Vitae (CV)

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

- ☐ Independent
- ☐ Creative
- ☐ Compassionate
- ☐ Patient & Understanding
- ☐ Fast learner
- ☐ Managing a team
- ☐ Day to Day Running of Business
- ☐ Comprehensively Computer Literate
- ☐ Fast & Accurate Typing Skills (+ 70 wpm)
- ☐ Great Telecommunications skills
- ☐ Cold Calling
- ☐ Ability to deal with clients/ patients/customers
- ☐ Dealing with admin
- ☐ Meeting deadlines
- ☐ Keeping records of work
- ☐ Bettering working environment / systems used
- ☐ Transcribing
- ☐ Thinking outside the box
- ☐ Developing creative concepts
- ☐ Seeing the greater picture
- ☐ Logical thinking
- ☐ Finding best solutions and methods for tasks at hand

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
|                         | Generals<br>General jobs              |
| Preferred work location | Johannesburg<br>Gauteng               |

#### Contacts and general information about me

|                      |                           |
|----------------------|---------------------------|
| Day of birth         | 1992-02-11 (33 years old) |
| Gender               | Female                    |
| Residential location | Johannesburg<br>Gauteng   |

Telephone number

*Information is available only for registered users.*

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Email address

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#### **Additional information**

Salary you wish

18000 R per month

How much do you earn now

22000 R per month