



# Samantha Schroeder

Curriculum Vitae (CV)

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

Application for the post of Administrator

I was very interested to read about the Administrator vacancy within your company and enclose my CV for you to consider.

I have a good range of office experience, including secretarial work, diary management, data entry, reception, spreadsheets and setting up and maintaining databases. I have also arranged meetings, dealt with invoices and other accounts information and taken minutes at formal meetings.

I work confidently and efficiently with the Microsoft Office software suite, e-mail and intranet systems. I am particularly skilled at formatting and improving the layout of Board and management documents and presentations.

I understand the importance of office procedures and feel sure that I can provide you with a reliable and accurate service. I am an effective team worker who can develop good working relationships with colleagues and managers alike. I really feel that I can exceed the requirements of the post and am enthusiastic about the type of work that ABC Company does.

I would be pleased to attend for interview at your convenience to allow me to discuss my experience and qualities further. My full contact details can be found on my CV.

Thank you for your consideration.

Preferred occupation

Marketing consultant  
Ads, marketing jobs

Administration Designing of flyers and business  
Ads, marketing jobs

Receptionist  
Administrative jobs

Data capturers  
Administrative jobs

Estate manager  
Administrative jobs

Administrators  
Administrative jobs

Preferred work location

Rustenburg  
North West**Contacts and general information about me**

Day of birth	1980-12-16 (45 years old)
Gender	Female
Residential location	Rustenburg North West
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

**Work experience**

Working period	<b>nuo 2003.01 iki 2006</b>
Company name	Snyman en vernoot
Occupation	Tracer
What you did at this job position?	creditors or other concerned parties: Searches city and telephone directories, and street listings, and inquires at post. Interviews, telephones, or writes former neighbors, stores, friends, relatives, and former employers to elicit information about whereabouts of the bad creditors. Included, typing up reports, data capturing handling confidence files, banking, making photo copies keeping files up to date, keeping data system up to date and keeping inventory of office supplies that is needed
Working period	<b>nuo 2006 iki 2012</b>
Company name	AIDA Properties.
You were working at:	Sales agent
Occupation	Intern Sales Agent
What you did at this job position?	Liaising with clients to market properties in the most proper manner to ensure client satisfaction. Handling enquiries about properties from potential buyers. Valuating properties (CMA) Producing reports, brochures, promotional information and other written material. Data capering, typing, correspondence with attorneys and clients. Setting up clients for viewings and walk throughs. Handing confidential documents and administration office procedures, practice and equipped. taking clients to view properties, arrange meetings. Marking and Sales of the properties. Following up leads and cold calling.

Working period	<b>nuo 2012 iki 2017</b>
Company name	ERA
You were working at:	Sales consultant
Occupation	Property Portfolio manager
What you did at this job position?	<p>Property Practitioner. Duties Included - Liaising with clients to market properties in the most appropriate manner to maximize the selling value. Handling enquiries about properties from potential buyers, Valuing properties (CMA) Producing reports, brochures, promotional information and other written material. Negotiating the sale and letting of properties. Administering and securing the disposal and acquisition of property and ensuring that it is completed legally. Understanding of, and interest in, the local property market and the process of buying and selling property. Getting Information, observing, receiving, and otherwise obtaining information from all relevant sources. Performing for or Working Directly with the Public. Establishing and Maintaining Interpersonal Relationships. Results to choose the best solution and solve problems. Coordinate property closings, signing of documents. Interview clients to determine what kinds of properties they are seeking. Gather the customer or product information to determine client's wants and needs. Coordinate property closings, overseeing signing of documents. Generate lists of properties that are compatible with buyers' needs and financial resources. Obtain property information/DATA. Contact property owners and advertise services to solicit property sales listings. Contact current or potential customers to promote products or services. Arrange for title searches to determine whether clients have clear property titles. Display commercial, industrial, agricultural, and residential properties to clients. Deliver promotional presentations to current or prospective customers. Review property listings and relevant literature, and attend conventions, seminars, and staff and association meetings to remain knowledgeable about real estate markets. Attend events to develop professional knowledge. Coordinate appointments to show homes to prospective buyers. Answer clients' questions about construction work, financing, maintenance, repairs and appraisals. Skills to create, manage and coordinate marketing activities and policies to promote products, working with advertising and other types of managers. Develop networks of attorneys, mortgage lenders and contractors to whom clients may be referred. Obtaining quotations for maintenance. Insuring tenants and owners of the property are satisfied with the outcome, Ingoing and outgoing inspections, handing over of the property's keys, inspections for long term tenants and making sure the property is still up to standard. Overseeing maintenance of the property. credit checks. Liaising with eviction attorneys. Handing out eviction notices. Handing and filing confidential information of all clients. Capturing all client information on data sheet and making sure it's all up to date. Marketing properties for sales and for rental various platforms.</p>

Working period	<b>nuo 2017 iki 2019</b>
Company name	A@Z
You were working at:	Managers
Occupation	marketing and sales manager
What you did at this job position?	Creation and publication of all marketing material in line with marketing plans. Planning and implementing promotional campaigns. Manage and improve lead generation campaigns, Overall responsibility for brand management and corporate identity Preparing online and print marketing. Creating a wide range of different marketing materials. Working on designs for new electronic flyers. Maintain effective internal communications to ensure that all relevant company functions are kept informed of marketing goals. Maintaining client satisfaction. Contacting existing clients and supporting relationships. Data capturing and aiding lectures at BCM on the day of the courses. Marking and evaluating students' exam papers.

### **Education**

Educational period	<b>nuo 1993 iki 1997</b>
Degree	Grade 12 / Matric
Educational institution	Carton High
Educational period	<b>nuo 2016 iki 2018</b>
Degree	Diploma
Educational institution	KNOWLEDGE QUEST
Educational qualification	NQF 4 Property Management & Marketing & Sales In all properties
Educational period	<b>nuo 2017 iki 2019</b>
Degree	Certificate
Educational institution	A2Z
Educational qualification	First Aid and basic fire fighting

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good

### **Computer knowledge**

- Designing Marketing Materials
- Filling, Origination, Office administration, typing, research.
- MS office.
- Strategic Prospecting Skills.
- Product Knowledge and understanding the market I am in.

**• Problem Solving Adaptability Verbal and Written Communication**  
**Recommendations**

- Strong Work Ethic
- Contact person Tracy Wind
- Time Management
- Occupation Sales consultant
- Working Under Pressure and Time Management
- Company Era
- Responsiveness and Client Service Skills
- Telephone number 082 081 7862
- Negotiation Skills and Problem Solving

**Additional information**

Driver licenses	EB Articulated Light Vehicle $\leq$ 3,500kg
Driver license from	1998-03-00 (27 years)
Salary you wish	8500.00 R per month
How much do you earn now	8500.00 R per month