



Jane Doo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My administrative / secretarial skills are excellent, my English is of the highest standard and I'm very accurate. Although, I gave up work more than 10 years ago to be a full time mom, I've continued with community service, notably fundraising for charities as well as starting my own non-profit company. Recently, I was asked to join the committee at our local SPCA where I fulfil the role of secretary. Although, there is no remuneration from the SPCA, I realised that I miss being a secretary. However, I'm constricted in that I need to work from home and part time. I would be an asset to anyone needing secretarial / admin skills.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1970-09-05 (55 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Additional information

Salary you wish	10 000.00 R per month
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