

CONTACT



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OBJECTIVE

I am looking to broaden my horizons in an administrative position. I enjoy a challenge and finding faster, more efficient ways to complete my tasks to get the most out of my workday.

JESSY VENTER

EXPERIENCE

Jan 2017 – Mar 2017

Administrative assistant • Stewart Buildings

May 2017 – September 2017

Administrative assistant • Rustenburg Cold Storage

Feb 2018 - Present

Teacher/Administrator • Pumpkin Patch Academy

In charge of all office and administrative duties, designing and maintaining school website, school marketing, creating content for social media pages, coordinating all school events, creating age appropriate curriculum.

EDUCATION

Hoërskool Waterkloof

- 2015
- SA Childcare
- NQF level 4 in ECD

COMMUNICATION

I have honed my communication skills through years of experience in verbal and written communication with clients, vendors, and team members. I have extensive experience in creating and delivering presentations, preparing, and responding to business correspondence, and ensuring effective communication throughout the office.

LEADERSHIP

I have experience in providing guidance and support to staff, setting performance expectations, and providing feedback, and addressing issues as they arise. I build strong relationships with ease whilst maintaining professionalism.

OTHER SKILLS

- Proficiency in Microsoft office
- Fully bilingual (Afrikaans and English)
- Good customer service skills
- I work great in a team and by myself
- Good time management skills