



# Jaxy Theron

Curriculum Vitae (CV)

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

Personal Assistant

Filing, Organizing and Planning

Challenges are a welcome attribute in keeping the job interesting

Self-driven and efficient

Diligent and motivated team player with strong work ethics

## Contacts and general information about me

Day of birth	1992-05-19 (32 years old)
Gender	Female
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 2018.11 iki dabar</b>
Company name	Enhanced Building Solutions
You were working at:	Administrators
Occupation	Personal Assistant
What you did at this job position?	Reception, office administration, travel arrangements, preparation of marketing material
Working period	<b>nuo 2018.07 iki 2018.10</b>
Company name	Hirsch's
You were working at:	Marketing managers
Occupation	Public Relations Officer
What you did at this job position?	planning publicity campaign, analysing media coverage, presentations and press releases, promotional events, visual marketing for the store.

Working period **nuo 2017.08 iki 2018.06**  
 Company name Revenue Management and Protection Solutions  
 You were working at: Administrators  
 Occupation Office Administrator / Marketing  
 What you did at this job position? Office administration, travel arrangements, marketing, budgets

Working period **nuo 2016.12 iki 2017.05**  
 Company name Majeka House  
 You were working at: Hotel managers  
 Occupation Receptionist/Housekeeping Supervisor/Waitress/Pass Manager  
 What you did at this job position? Coordinating guest tourism and culinary needs

Working period **nuo 2016.03 iki 2016.05**  
 Company name Cultivar Guest Lodge  
 You were working at: Receptionists  
 Occupation Receptionist  
 What you did at this job position? General Management, office administration, ordering supplies.

Working period **nuo 2015.06 iki 2016.01**  
 Company name Julian,s Cafe Bar  
 You were working at: Waiters, waitresses  
 Occupation Waitress  
 What you did at this job position? General duties and Cash up

Working period **nuo 2006.01 iki 2010.05**  
 Company name Keshnilo,s Stable Yard  
 You were working at: Part time jobs  
 Occupation Horse Trainer and Stable Hand  
 What you did at this job position? Trained horses and young children to ride

**Education**

Educational period **nuo 2015.01 iki 2018.03**  
 Degree Diploma  
 Educational institution The Private Hotel School  
 Educational qualification NQF lvl 6  
 I could work yes

Educational period **nuo 2014.01 iki 2014.12**  
 Degree Certificate  
 Educational institution Academy of Photography and Graphic Design  
 Educational qualification Certificate  
 I could work No

Educational period **nuo 2012.01 iki 2013.11**  
 Degree Certificate  
 Educational institution Tshwane University of Technology (Arts)  
 Educational qualification Certificate  
 I could work No

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	good	good

**Computer knowledge**

Adobe Photoshop, Bridge, Lightroom, InDesign, and Illustrator  
 Microsoft Word, Excel, Powerpoint, Outlook  
 Basic understanding of OPERA and Nightsbridge  
 Full conversant with SEMPER operating system

**Recommendations**

Contact person Marco Intini  
 Occupation Owner/Boss  
 Company Julian,s Cafe Bar  
 Telephone number 0605274059

Contact person Jacolene Kruger  
 Occupation Administration Manager  
 Company Majeka House  
 Telephone number 0818246250

Contact person Pierre Theron  
 Occupation Director  
 Company Enhanced Building Solutions  
 Telephone number 0836773866

Contact person	Bivash Haripersadh
Occupation	Store Manager
Company	Hirsch,s Somerset West
Telephone number	0820422591

#### **Additional information**

Your hobbies	Horse riding photography graphic design dancing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-01-00 (12 years)
Salary you wish	8500 - 12000 R per month
How much do you earn now	10000 R per month