



# Colleen La Gorce

Curriculum Vitae (CV)

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

Looking for a position that I can work from home, administrative typing or data capturing. I have extensive experience in sales, so I would not mind a position which involves lead generation and appointment setting. Previous experience includes call centre management and customer service. I am disciplined, able to self manage, and have effective time management skills. I also have management experience, team manager & Call Centre operations management. Currently I am looking to be able to operate from home, be it as part of a team, or individual. Communication is strong, I have a good command of English, writing and speaking. Email writing is strong, and I am competent in Microsoft office.

Preferred occupation	Data capturers Administrative jobs
	Marketer Ads, marketing jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Day of birth	1964-11-30 (59 years old)
Gender	Female
Residential location	Southern Suburbs Western Cape
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 2019.09 iki 2020.12</b>
Company name	SA niche Publishers
You were working at:	Advertising sales executive
Occupation	Sales executive
What you did at this job position?	Selling online and print media, B2B, in Agricultural industry

Working period **nuo 2018.01 iki 2019.08**  
 Company name Cape Media  
 You were working at: Advertising sales executive  
 Occupation Account Manager  
 What you did at this job position? Selling B2B advertising print media

**Education**

Educational period **nuo 1978.01 iki 1982.12**  
 Degree Grade 12 / Matric  
 Educational institution South Peninsula Senior Secondary School  
 Educational qualification Team Management certificate  
 I could work As A team manager, customer services & support, online sales, face to face sales, telephonic & Email sales.,

**Languages**

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

**Computer knowledge**

Windows, Microsoft Office (Emails, Word, Excel, Power point), Internet, Workforce CRM Systems

**Recommendations**

Contact person Vensia Fowler  
 Occupation Project Manager  
 Company Cape Media  
 Telephone number 082 954 4395  
 Email address venesia@capemedia.co.za

Contact person Rudi Bali  
 Occupation Project Manager  
 Company Cape Media  
 Telephone number 021 681 7000  
 Email address rudi@capemedia.co.za

**Additional information**

Your hobbies I like walking, outdoor activities, reading (on internet nowadays)  
 Driver licenses B Light Vehicle ≤ 3,500kg  
 Driver license from 2003-02-00 (21 years)

Salary you wish 250000 R per month

How much do you earn now 15000 R per month