



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> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|---|
| Working period | nuo 2019.09 iki 2020.12 |
| 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