



# Bronwen Odendaal

Curriculum Vitae (CV)

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

I am looking for online work I can do from home, as our business has suffered the effects of the Covid pandemic. I have a laptop with email and internet access and am happy to have occasional meetings, should they be required or alternatively meet on Zoom.

I have 30 years of Marketing, Advertising, Communications, Secretarial, Administration and PA experience and have worked for large corporates, as well as small businesses.

I have a strong work ethic. I am meticulous about detail, accuracy, professional presentation/formatting, meeting required deadlines etc. I am dedicated, focused, reliable and trustworthy.

I have an excellent command of the English language and pay attention to spelling, grammar and have professional and business communication skills. I have written, produced and edited newsletters, articles, internal and external communications and mailshots. I also have experience with advertising, marketing, design and eventing.

I have worked with top management, seeing to their daily schedules, travel and other requirements, as well as assisting teams with typing, formatting, editing and distributing documentation and information.

I am willing to negotiate rates/payment in accordance with what is required.

My full CV with previous work experience and references is available on request (including certificates of the software/computer/personal growth and other skills enhancement I have acquired).

Preferred occupation

Administrators  
Administrative jobs

Personal assistant  
Administrative jobs

Data capturers  
Administrative jobs

Secretaries  
Administrative jobs

Marketing assistant  
Ads, marketing jobs

Preferred work location  
Northern suburbs  
Gauteng

**Contacts and general information about me**

Day of birth 1966-05-24 (58 years old)  
 Gender Female  
 Residential location Johannesburg  
Gauteng  
 Telephone number *Information is available only for registered users.*  
[Sign in](#)  
 Email address *Information is available only for registered users.*  
[Sign in](#)

**Education**

Educational period **iki 1983**  
 Degree Grade 12 / Matric  
 Educational institution Bryanston High School  
 Educational qualification Passed with university entrance

Educational period **iki 1984**  
 Degree Diploma  
 Educational institution Kelly Greenoaks Finishing School  
 Educational qualification 6 distinctions with 13 subjects (secretarial, travel, accounting & other)

Educational period **iki 1987**  
 Degree Diploma  
 Educational institution Birnam Business College  
 Educational qualification PR Diploma

**Languages**

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

**Computer knowledge**

Internet and Google Apps

Various Smartphone and Android Apps

Various graphics and design S/W

Full MS Office Suite (Word, PowerPoint, Excel, Outlook)  
**Conferences, seminars**

Many ... Both attended and organised.

#### **Additional information**

Your hobbies	I believe in overall health and wellness .... mind, body and soul and study nutrition, psychology, neuroscience and anything related to the human condition.  I am passionate about nature, wildlife, conservation and creating a better future for generations to come.  I place value in service to others, gratitude, meditation and personal growth.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2021-02-00 (3 years)
Salary you wish	15,000 R per month