



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