



Rosemary Marx

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A capable, talented and lively Office Administrator

Who possess high levels of accuracy and attention to

Detail, good organizational abilities, and is able to Perform well in fast paced, demanding environment.

I am self-motivated, with an enthusiastic and passionate Manner about providing good service in everything I do.

My background includes managing administrative operations and driving office efficiency within fast paced office environments while ensuring adherence to budgets and deadlines. From preparing business

correspondence and developing custom Excel- and Word-based documents to handling bookkeeping

activities and maintaining equipment and supplies, I excel at prioritizing tasks, collaborating with management, and developing effective communication and organizational procedures.

Highlights of my experience include...

- Skillfully managing day-to-day office operations, communications, scheduling, database management, and special projects throughout 13-year career in office administration and support.
- Achieving reputation as a superb Administrator / Receptionist.
- Organizing, scheduling, and facilitating regular company-wide meetings—including meetings with C-level executive staff.
- Excelling at balancing multiple tasks within independent, self-starting environments while providing top-level organization and communication skills and improving operational systems.

Preferred occupation Administrators
Administrative jobs

Preferred work location Gauteng

Contacts and general information about me

Day of birth 1981-03-01 (43 years old)

Gender Female

Residential location

Gauteng

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Additional information

Salary you wish

9000 R per month

How much do you earn now

11000 R per month