



Imogene Frank

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have varying secretarial skills, equipped with extensive experience in administration and organizational skills, within working for a Teacher's Educator's Union for over 21 years. I come from a corporate background, hence my excellent communication skills and multi-tasking strengths. Highly computer literate and competent on Microsoft. Demonstrated ability to successfully manage a large group of members within the union, ensuring information was updated, relevant information captured onto the database, issues resolved timeously, and members leaving satisfied. I can work both remotely and within a team environment, with little supervision needed. I am a very meticulous and methodical person in my approach to various tasks on any given day. I know that I will be asset to any company, should my application prove to be a successful one.

Preferred occupation

Administrators

Administrative jobs

Health Carer Assistant

Medicine, healthcare, nursing jobs

Day care mother

Nanny, babysitter, child care jobs

Preferred work location

Durban City

KwaZulu-Natal

Contacts and general information about me

Day of birth

1963-11-02 (60 years old)

Gender

Female

Residential location

Durban City

KwaZulu-Natal

Telephone number

Information is available only for registered users.

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Email address

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