



# 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 (61 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>