



# Ann Pope

Curriculum Vitae (CV)

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

I am seeking a position as a Personal Assistant. I have extensive experience and am able to carry out duties across the broader Personal Assistant and into Office Management roles

My positive points are as follows:

- People's person with good interpersonal skills.
- Honest and ethical
- Energetic, resilient and persistent
- Above average organisational, planning and prioritization skills and am goal orientated and self motivated
- I have a strong attention to detail and am very methodical and attempt to do things "first time right" = strive for excellence
- Ability to deal with sensitive information with discretion and to maintain confidentiality.
- Initiative
- Solution orientated
- Go-getter, dynamic, and a positive person with a can do attitude
- Deadline driven and thrive under pressure

Preferred occupation          Personal assistant  
Administrative jobs

Preferred work location        Northern Suburbs  
Western Cape

## Contacts and general information about me

Day of birth	1969-12-23 (54 years old)
Gender	Female
Residential location	Northern Suburbs Western Cape
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>

**Additional information**

Salary you wish

25000 R per month