



Jessica Amy Pieterse

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have a strong work ethic with a drive to deliver quality and within deadlines. I thrive in a fast-paced environment working alongside a team or on my own.

I am proficient at computer software and I am able to compile complex reports on Excel and PowerPoint.

I have managed quantitative market research projects across more than 30 African countries and managed all process steps involved from client meetings, to developing timelines, to legalities, client follow ups, reporting, and delivery of data and presentation to clients.

Preferred occupation	Project managers Management, human resources jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1996-10-05 (28 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2022.01 iki 2023.02
Company name	Helion Research
You were working at:	Project manager
Occupation	Project Manager
What you did at this job position?	Full management of multiple international projects across various African countries, including Réunion.

Working period **nuo 2021.01 iki 2021.12**
 Company name Helion Research
 You were working at: Quality manager
 Occupation Quality Assurer and Editor
 What you did at this job position? In-depth analysis of data collected internationally. Analysis involved daily reporting, editing, communicating with research participants, system-based finalising of data, and delivery of quality individual reports to the clients.

Working period **nuo 2017.01 iki 2018.12**
 Company name Quadron Capital
 You were working at: Personal assistant
 Occupation Executive Personal Assistant
 What you did at this job position? Managing correspondence, including emails, letters, mail, and text messages. Preparing reports for delivery to clients and company shareholders. Handling numerous emails, phone calls, and mails, and overall office management. Maintaining databases and filing systems. Research assistance relating to relevant projects, compiling information, and drafting succinct summaries.

Education

Educational period **nuo 2019.02 iki 2022.10**
 Degree Degree
 Educational institution University of South Africa
 Educational qualification BA - International Relations

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
French	very good	very good	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

I am proficient in Microsoft Excel, Word, and PowerPoint.
 I possess two years of working on Shopmetrics.
 I have experience working with Windows and Mac desktops.
 Additionally, I find it easy to grasp learning new software.

Recommendations

Contact person	Andre Pieterse
Occupation	Project Manager
Company	PwC
Telephone number	0763539289
Email address	andrepi@vox.Co.za

Additional information

Your hobbies	I enjoy walking every day and going for a run every now and then. Books are my best friends and I can spend hours upon hours tucked away with a good book. You will often find me in my vegetable garden on a Sunday afternoon.
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	13000 R per month