



# Liezel Russell Brett

Curriculum Vitae (CV)

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

Good day

I am writing to express my interest in any administrative positions. Throughout my professional journey, I have acquired a strong set of administrative skills and a deep understanding of business operations, which make me the ideal candidate for this role.

My far-reaching experience with administrative duties includes office management, finance, suppliers support, human resource management, sales and client services, all of which will allow me to efficiently meet the needs of your company. My open communication across multiple departments ensures administration functions are operating efficiently.

My current role has taught me how to exercise good judgement in a variety of situations; how to maintain a realistic balance among multiple priorities; and how to prioritize tasks so that they are completed by the right people in a timely manner. I have also learned how to manage difficult situations so that they do not affect the overall progress of the branch.

Whilst focusing on the job, I am able to keep my eye on the horizon, growing and adapting organically to the environment that I am placed in. From overseeing day-to-day operations and directing process improvements to forging solid relationships and propelling staff development, my background has consistently been characterized by my steadfast dedication to managing fiscal responsibility and achieving organizational objectives. My proven ability to strategically define and meet goals, along with my communication and time management capabilities, position me ready to excel in this position.

Thank you for your consideration of my application, I am available for an interview at any time and look forward to discussing this exciting role with you.

Sincerely,

Liezel Russell-Brett

Preferred occupation

Administrators  
Administrative jobs

Preferred work location

Northern Suburbs  
Western Cape

## Contacts and general information about me

Day of birth	1973-03-20 (51 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	40000 R per month
How much do you earn now	60000 R per month