



# Michaela Conroy

Curriculum Vitae (CV)

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

To whom it may concern

I recently completed my internship for my safety in society course and also finished my course in Public Mangement June of last year. Therefore, I feel I can be a great contribution to any company as I am hardworking, well behaved and participating and I feel my knowledge in Public Finance is great for the role I am applying for as well as the experience as a cashier as I have worked with money. I consider myself to be self-directed, ambitious and well-motivated. My strong qualities include a pleasant and friendly personality, good listening skills, a natural humility and respects for authority. I also completed a CISCO certificate which qualifies me in computer literacy.

If necessary, I am available for an interview at any time.

Sincerely

Michaela Conroy

Preferred occupation                      Administrators  
   Administrative jobs

Preferred work location                      Port Elizabeth  
   Eastern Cape

## Contacts and general information about me

Day of birth                                      1997-11-12 (27 years old)

Gender    Female

Residential location                              Port Elizabeth  
   Eastern Cape

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period	<b>nuo 2022.10 iki 2023.10</b>
Company name	South African Police Service
You were working at:	Administrators
Occupation	Administrative Intern
What you did at this job position?	Administration duties, answering calls, sending and checking emails, assisted walk-in clients, certification of documents, docket filing.

### Education

Educational period	<b>nuo 2022.02 iki 2023.06</b>
Degree	Diploma
Educational institution	P.E college/ Dower campus
Educational qualification	Public Management
I could work	Administration/ Finance

### Languages

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

### Computer knowledge

Microsoft Office, PowerPoint, Excel

### Recommendations

Contact person	Adriaan Knoetze
Occupation	Warrant Officer
Company	South African Police Service
Telephone number	0414043064

### Additional information

Driver licenses	B Light Vehicle $\leq$ 3,500kg
Driver license from	2022-06-00 (2 years)
Salary you wish	8000 R per month