



# Laretta Harrison

Curriculum Vitae (CV)

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

### Introduction

As a stay-at-home mom having looked after my 4 young children for the past couple of years, I am now ready to return to the workplace. Ideally working from home.

My career as an Executive Assistant and Business Owner before having children, will allow me to bring back the influencing skills that used to serve me so well.

Prior to my sabbatical to raise my children, I accumulated 17 of years of experience in the Telecommunications, Insurance and Retail Industries.

Despite my time away from formal employment, I started my own Admin/ Secretarial Support Business, I volunteered as the Church Admin Assistant and assisted my husband in his coffee shops and coffee roastery. I currently oversee the kids church ministry at City Hill Church Ballito.

Being a dedicated parent has also endowed me with skills and experiences that are highly relevant in the corporate environment. I have honed my abilities in multitasking, problem-solving, and time management. In addition, the empathy and patience I've developed are traits that I believe will enrich my interactions and collaboration with both colleagues and clients.

I have exceptional planning skills. I can multi task and organise a number of events, activities or programs at the same time. I am motivated and enthusiastic and enjoy being involved in different tasks/projects.

I like everything to be organised and run smoothly. I have great attention to detail in everything I do. I enjoy being the main point of contact across a number of departments, being the 'go to' person.

### PC KNOWLEDGE

Microsoft Word, Excel, PowerPoint, Access & Outlook.

Preferred occupation

Admin Assistant Personal Assistant  
Other jobs

Preferred work location

Ballito  
KwaZulu-Natal

**Contacts and general information about me**

|                      |   |
|----------------------|---|
| Day of birth         | 1973-05-21 (51 years old)   |
| Gender               | Male  |
| Residential location | Ballito<br>KwaZulu-Natal  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

**Additional information**

|                          |                   |
|--------------------------|-------------------|
| Salary you wish          | 15000 R per month |
| How much do you earn now | 15000 R per month |