



Lisa Caroto

Curriculum Vitae (CV)

What job i'm looking for? My positive points

welcome the opportunity to discuss how my experience aligns with your needs.

Thank you for considering my application.

I look forward to the possibility of discussing my application further.

Sincerely,

Lisa Caroto

Preferred occupation **Project Administrator**
 I am writing to express my interest in the Project Administrator position within your Technical & Administrative jobs
 Strategy (T&S) team. With over two decades of experience in project administration, office
 Preferred work location **Northern Suburbs**
 management, and health and safety, I am confident that my background uniquely qualifies me to
 contribute effectively to your team and support the successful management of your projects.

Contacts and general information about me

During my tenure at ADP Marine and Modular, where I served as a Project Administrator for over a
 Day of birth **1974-10-28 (50 years old)**
 decade, I developed a deep understanding of the complexities involved in large-scale project
 Gender **Female**
 management. My role encompassed coordinating intricate project logistics, processing purchase
 Residential location **Northern Suburbs**
 orders, and implementing rigorous cost control measures. I was responsible for client invoicing and
 ensuring that all financial transactions were executed with precision and timeliness. This

Telephone number *Information is available only for registered users.*
 experience allowed me to contribute directly to keeping our projects within budgetary constraints
 Email address *Information is available only for registered users.*
 and meeting critical deadlines. [Sign in](#)

In addition to my administrative duties, I provided comprehensive secretarial support, including

Work experience

My main focus was for senior executives, organizing meetings, and preparing essential reports and
 documentation. My ability to manage multiple tasks and maintain a high level of organization was
 Working period **nuo 2018.10 iki 2024.09**
 Company name **Project Assignments**
 supporting the smooth operation of various projects simultaneously. This experience has
 Equipped me with a strong foundation in project management principles, financial oversight, and
 Occupational **Project Administrator/Health and Safety Officer**
 support—skills that I am eager to bring to your organization.

What you did at this job position? **Risk assessment and management • Issuing work permits •**
 Implementing health and safety policies • Conducting site
 have continued to build on my administrative expertise. My recent responsibilities include risk assessment,
 inspection and audits. My responsibilities include risk assessment,
 Developing emergency response plans • Document control and
 document control, and financial management. I develop and implement health and safety policies,
 record-keeping
 conduct site inspections, and manage work permits, ensuring that projects are executed safely and
 efficiently.

Working period **nuo 2015.07 iki 2018.09**

Company name **C-Squared Project Management**
 The Project Administrator role at your company offers an exciting opportunity to leverage my
 You were working at: **Administrators**
 extensive experience. I am particularly motivated by the prospect of supporting the Executive Head

of Technical & Strategy by managing schedules, arranging meetings, and handling travel plans, all

What you did at this job position? **Managing finance, HR, and training • Office management and**
 administration • Processing invoices and payments •
 My experience in budget management, coordinating office project logistic activities allow me to contribute
 effectively to your team's objectives.

I am enthusiastic about the possibility of contributing to your company's success and would

Working period **nuo 2004.11 iki 2015.06**
 Company name ADP Marine and Modular
 You were working at: Administrators
 Occupation Project Administrator
 What you did at this job position? Purchase orders, cost control, and client invoicing • Diary management and secretarial support • Coordinating project logistics and reporting

Education

Educational period **nuo 1994.01 iki 1995.01**
 Degree Diploma
 Educational institution Damelin
 Educational qualification Practical Laboratory

Educational period **nuo 2022.01 iki 2023.01**
 Degree Certificate
 Educational institution Emcare
 Educational qualification Health and Safety Officer

Languages

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

Computer knowledge

Sage Pastel
 SharePoint
 Microsoft Office
 PowerPoint
 Job Boss software

Recommendations

Contact person Clayton Watson
 Occupation Supervisor
 Company Project Assignments
 Telephone number 082 804 0914

Additional information

Driver licenses B Light Vehicle ≤ 3,500kg
 Salary you wish 32000 R per month

How much do you earn now

28000 R per month