



# Shannon Edgecome

Curriculum Vitae (CV)

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

I have over 6 years experience in hospitality and have expanded my view on what clients need and help where I can. I enjoy traveling and going out of town, I am always looking for new experiences in work and personal life. I am always open to new suggestions. I am a quick learner to anything new and will ask questions more than once if I am not sure. I enjoy meeting new people and creating a fun but good business relationship with new and old clientele base. I am a fun and outgoing person, easy to get along with. My hobbies are playing soccer, building puzzles and playing with my pets and spending time with my friends and family.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng
	East Rand Gauteng

## Contacts and general information about me

Day of birth	1989-03-15 (35 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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>

## Work experience

- Working period **nuo 2009.09 iki 2016**
- Company name Premier Conferencing cc
- You were working at: Other jobs
- Occupation Admin Assistant/ Events Coord/ Operations Manager
- What you did at this job position? Short description / Breakdown of experience in current position: Events (Booking Hotels & Venues), Organizing (Hotels, Speakers, Venues & Clients), Bookings (Couriers, Meetings, Venues, Flights, Accommodation & Shuttles), Driver (Deliveries & Collections of Documents, buying Groceries), Personal Assistant (Director & Accounts), Ordering of all stationery, Reception, Administration.
- Working period **nuo 2008.11 iki 2009.03**
- Company name Daily Graphics
- You were working at: Graphic designers
- Occupation Reception, Girl Friday, PA
- What you did at this job position? Invoicing on QuickBooks Pro Edition 2003, Typing letters on MS Word, Answering of telephones, Data Capturing, Excel Spreadsheets, Ordering of stock, Doing statements and payments on customers, Filing, Sending driver on deliveries and collections
- Working period **nuo 2008.08 iki 2008.10**
- Company name Velocity Audio
- You were working at: Administrators
- Occupation Girl Friday / PA
- What you did at this job position? Filing, Typing letters on MS Publisher, Answering of telephones, Data Capturing, Excel Spreadsheets, Booking in of repairs, Follow up on quotations, Send out quotations, Booking of collections in and out with Couriers
- Working period **nuo 2008.04 iki 2008.06**
- Company name V.I. Instruments (Div of Rutherford)
- You were working at: Administrators
- Occupation Internal Sales Representativ
- What you did at this job position? Client liaison and sales, Stock control, Liaison with suppliers, Processing of documentation, Monitor customer backorders, Monitor outstanding orders on local suppliers, Monitor stock levels, React to all sales enquiries, Send out quotations, Generate all necessary paperwork for orders and invoices, Liaise with "Dispatch" regarding any special deliveries □ All products delivered to the store are entered into the system with codes and cost prices □ Assist sales personnel with queries and quotes □ Booking in of repairs, Follow up on quotations, Invoicing of repairs, Filing

Working period **nuo 2007.03 iki 2007.06**  
 Company name Missing Link Education in Observatory  
 You were working at: Administrators  
 Occupation Girl Friday  
 What you did at this job position? Filing, Typing letters on MS Word, Answering of telephones, Booking of appointments, Data Capturing, Excel Spreadsheets, Invoicing on Pastel

**Education**

Educational period **iki 2006.12**  
 Degree Grade 12 / Matric  
 Educational institution Cambridge International in Pretoria  
 Educational qualification Grade 12 (Matric)

**Languages**

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

**Computer knowledge**

MS Word and Excel, Outlook, Pastel, QuickBooks Pro Edition 2003, Powerpoint, Syspro, Sendblaster, Adobe Standard X, Mailstyler

**Recommendations**

Contact person Dave Pendrill  
 Occupation Divisional Manager  
 Company VI Instruments \_Rutherford  
 Telephone number 0118782600  
 Email address pendrilla@rutherford.co.za

Contact person Glenn Patience  
 Telephone number 0722297723  
 Email address glennpatience@gmail.com

Contact person Lannice Bosman  
 Occupation Reservation Supervisor  
 Company Tsogo Sun, Garden Court Milpark  
 Telephone number 0102191000  
 Email address lannice.bosman@tsogosun.com

Contact person	Ted Khoury
Occupation	Director
Company	Freight Care Logistics
Telephone number	0829207426
Email address	tkhoury@freightcarelogistics.co.za

#### **Additional information**

Your hobbies	My hobbies are playing action soccer and volleyball, building puzzles and playing with my pets and spending time with my friends and family, Painting and fixing up the house. Working on cars.
Driver licenses	B Light Vehicle $\leq$ 3,500kg
Driver license from	2008-01-00 (16 years)
Salary you wish	10000 R per month
How much do you earn now	9000 R per month