



Idelette Jenkins

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am definately a people's person. I love interacting with people of all ages and races and give my best.

I have many years experience in a Dental Practice doing front desk right up to data input. Dealing with debtors and creditors, Labs, Medical Aids, Reports, referrals and of course many scared patients !

I served on my children's schools Parent Bodies for many years and helped with after school athletics training. I completed my BA Phys Ed up to second year.

I am a good organiser, as I did a few courses in function organising and management while living in the UK. I am also a qualified florist. I am particularly neat, actually a bordering perfectionist.

I recently moved from Cape Town, and really need to find a position where I can flourish.

I hope you will give me a chance to prove myself.

Preferred occupation	Medical or Dental Reception Medicine, healthcare, nursing jobs
	Shool admin secretary Teaching jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 1991.04 iki 1998.11**
 Company name Dr C Boshoff
 You were working at: Receptionists
 Occupation Practice Manager
 What you did at this job position? I was in charge of the Dental Admin side of practice

Working period **nuo 2000.03 iki 2004.11**
 Company name Age of Elegance Henley-on-Thames UK
 You were working at: Managers
 Occupation Manageres
 What you did at this job position? Managing a Interiors shop

Company name The Henry Guesthouse, Bath, UK
 You were working at: Managers
 Occupation Manager of Guest House
 What you did at this job position? Managed day to day operation of the Guest House

Education

Educational period **nuo 2000.03 iki 2004.11**

Languages

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

Computer knowledge

Windows Microsoft Word, Exel level 2

Additional information

Driver licenses EB Articulated Light Vehicle ≤ 3,500kg
 Driver license from 1978-01-00 (46 years)
 Salary you wish 12000.00 R per month
 How much do you earn now Not employed R per month