



# Tiffany Fick

Curriculum Vitae (CV)

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

- Advanced Office Administration (i.e.Receptionist/Secretarial/Data Capturer/Filing Clerk/Call Centre Agent - all round experience);
- Advertising

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A few of my attributes listed below:

- Hardworking, honest and loyal;
- Efficient as well as a fast learner;
- Punctual and organised;
- Reliable, independent worker as well as a good team player.

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The next job that I am interested in, should be at a company that has been stable and that has grown throughout the years built from a solid background/foundation. To be employed by a company that is well structured placed in a challenging, exciting, motivating position and securely looked after by the employer.

Preferred occupation

**Secretaries**  
Administrative jobs

**Administrators**  
Administrative jobs

**Marketing products and advertising**  
Ads, marketing jobs

**Telemarketers**  
Sales jobs

**Waiters, waitresses**  
Restaurant, bar service jobs

**Bartenders**  
Restaurant, bar service jobs

	<p><b>Receptionists</b> Hotel jobs</p> <p><b>Cashiers</b> Retail, store jobs</p> <p><b>Shop assistants</b> Retail, store jobs</p> <p><b>Part time jobs</b> Part time, weekend jobs</p>
Preferred work location	<p><b>Port Elizabeth</b> Eastern Cape</p> <p><b>Cape Town</b> Western Cape</p>

**Contacts and general information about me**

Day of birth	1983-01-11 (41 years old)
Gender	Female
Residential location	<p><b>Port Elizabeth</b> Eastern Cape</p>
Telephone number	<p><i>Information is available only for registered users.</i> <a href="#">Sign in</a></p>
Email address	<p><i>Information is available only for registered users.</i> <a href="#">Sign in</a></p>

**Work experience**

Working period **nuo 2015.03 iki 2016.06**

Company name BLC Attorneys

You were working at: Lawyers

Occupation Filing Clerk/Junior Secretary

What you did at this job position? ■ Provided secretarial and administrative support; ■ Ensured effective and efficient office operations; ■ Answering and transferring of calls to the relevant attorney whom is handling a specific matter also conveying of messages when required; ■ Responsible for handling the mail that is delivered thrice on a daily basis to BLC's offices as well as allocating the mail to the relevant matters before handing the clients' file to the respective attorney whom is foreseeing the case; ■ In charge of capturing and updating trial dates on a master list on an excel spreadsheet as well as on the managing directors trial list board; ■ Sorting out and compiling documents in the respective order for each matter; ■ Photocopying specified documents in each matter and compiling a brief, prepared and handed over to the Advocate for perusing before the trial goes to court; ■ Updating, amending, closing of matters on the system that has been settled and proceeding with AJS printouts and sent to the cost consultant for billing to be processed. Once the billing has been completed and the files are sent back, await the following instructions from the managing director to close the matter and lastly prepare the file to be placed in archive; ■ Handling over 800 files in High Court/Magistrate/Regional Court including Med-Scheme files and responsible for drawing diary files on a daily basis, diarised by the managing director, attorneys and certain employees; ■ General office duties as well as assisting the managing director where needed.

Working period **nuo 2014.11 iki 2015.03**

Company name Tiger Wheel & Tyre

You were working at: Auto mechanics

Occupation Admin/Cashier/Receptionist

What you did at this job position? ■ Answering a busy Switchboard; ■ Assisting customers; ■ Handling of all cash in take on purchases/payments; ■ Cashing up; ■ Handling of all printouts for Senior administrator; ■ Punching off invoices; ■ Payments on Pro IV; ■ General office duties - assistance all round.

### Education

Degree Grade 12 / Matric

Educational institution Lawson Brown High School

Educational qualification Grade: 12

### Languages

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

**Computer knowledge**

I am computer literate. I excelled in MS Word/Excel/Microsoft Outlook/Powerpoint and Speedtyping. The following Operating Systems that I've worked on are listed below:

- AS400
- Pro IV
- AJS
  
- OS Windows, Mac OS, Microsoft Office, Adobe Reader/format, Apple.

**Recommendations**

Contact person	Mrs. S. Tifloen
Occupation	Managing Director
Company	BLC Attorneys
Telephone number	082 745 4596
Email address	stifloen@blclaw.co.za

**Additional information**

Your hobbies	<p>My hobbies are the following:</p> <ul style="list-style-type: none"> <li>• Reading;</li> <li>• Socialising;</li> <li>• Playing and watching hockey;</li> <li>• Watching various sport such as swimming/basketball/gymnastics etc;</li> <li>• Brainstorming/Creating new ideas for various possible opportunities.</li> <li>• Listening to music;</li> <li>• Singing and dancing.</li> </ul>
Driver licenses	None
Salary you wish	7500+ R per month