



Jacqueline Atterbury

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Sincerely,
 Mrs. Jacqueline Janine Atterbury
 Cell number 0766 980 975

Preferred occupation **Secretaries**
 APPLICATION FOR THE POSITION ADVERTISED
 Administrative jobs

Preferred work location **Port Elizabeth**
 In the Cape
 I am writing to express my interest in the position currently opened. I am interested to fill this

vacancy because of its relevance to my prior professional and academic experiences. I strongly
Contacts and general information about me

believe that I can make a considerable contribution at your company.
 Day of birth **1968-02-25 (56 years old)**

Gender **Female**
 In addition to my growing knowledge of office admin an Microsoft knowledge I can offer many skills
 Residential location **Port Elizabeth**
 from my work and other activities, for example::
 Leisure time:

Telephone number *Information is available only for registered users.*

· working enthusiastically and productively under pressure;

Email address *Information is available only for registered users.*
 · dealing professionally with a wide range of people;

· working in a variety of teams and on my own initiative;

Work experience
 dealing with obstacles and negotiating for support I need.

Working period **nuo 1986.01 iki 2017.05**

Company name **dr. rooms**
 I have regularly used Microsoft packages such as Word and Excel. My communication skills have

been developed both through my reception experience and with staff members. I adapt myself

Occupation **receptionist**
 easily with new staff and clients. I enjoy learning from others and helping others where I can. I am a

When I started this job position, I was responsible for data capturing , receptionist

Education

While managing great amount of responsibility and in a pressurized environment, I have

Educational period **nuo 1980.01 iki 1985.11**

demonstrated proficiency and exclusive skills in legal typing and administration.

Degree **Grade 12 / Matric**

Educational institution **economic , scient , English , Afrikaans , maths .**

In this vacancy I see the ideal opportunity to use my experience and knowledge that I have gained

Educational qualification **matric**

and a chance for further personal development. I therefore believe that this makes me a strong

I could work **with people**

candidate for any position you can offer.

Languages

Thank you very much for your time and consideration of my application.

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

Computer knowledge

Med-E-mass

Elixor

Practice Perfect

Power point

Outlook

Excel

Conferences, seminars

MS word

None

Pastell

Recommendations

Contact person	christo
Occupation	supervisor
Company	Profit and partners
Telephone number	0822626812

Additional information

Your hobbies	Camping Fishing Sport
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1989-10-00 (35 years)
Salary you wish	10000 R per month
How much do you earn now	10000 R per month