



# Ashley Merle De Vries

Curriculum Vitae (CV)

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

I am a fun and friendly person, I'm honest and punctual, I work well in a team but also on my own as I like to set myself goals which I will achieve, I have good listening and communication skills. I have a creative mind and am always up for new challenges. I am well organised and always plan ahead to make sure I manage my time well.

Preferred occupation                      Receptionists  
Hotel jobs

Secretaries  
Administrative jobs

## Contacts and general information about me

Day of birth                                      1975-01-27 (49 years old)

Gender    Female

Residential location                          Port Elizabeth  
Eastern Cape

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                    *Information is available only for registered users.*  
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## Work experience

Working period                                  **nuo 2013.03 iki 2017.04**

Company name                                  Walk & See More (Pty) Ltd

You were working at:                            Other jobs

Occupation                                        Tour Guide

What you did at this job position?          Social Media marketing & advertising Guided tours, Compiling company catalogues, Photography, Booking tours

Working period **nuo 2012.07 iki 2013.02**

Company name Amble Inn Guest House & Conference Centre

You were working at: Receptionists

Occupation Front Desk Manager

What you did at this job position? Controlling the availability of rooms and handling all reservations, handling guest arrivals and departures as well as information requests, Overseeing the duties of housekeeping and laundry, Accommodating the needs of in-house guests, Handling accounting and billing, invoicing and quotations, Filing daily end of days (night audits) as well as other documents such as register cards, debtors and invoices, Petty cash on Micros Opera as well as on Excel In charge of all bookings for all conferences, weddings and other functions, Managing and working in the bar for all functions. Including till floats, cashing up and restocking the bar, Liaising with Tourvest regarding vouchers and payments

Working period **nuo 2006.01 iki 2012.02**

Company name Themba Consulting Engineers

You were working at: Engineers

Occupation Personal Assistant

What you did at this job position? Diary management, setting up meetings, liaising with attendees, subject to diary constraints, occasionally assisting management at meetings, Assisting with report-writing, preparation of documents, laying out the documents with various computer programmes and document editing, Market research as well as online registrations and purchases, Making travel arrangements, booking tickets, Filing and record-keeping, compiling receipts, invoices and financial information, co-ordination of post, Looking after the running of the office while management was away, Dealing with phone calls and email queries, Organisation of events

## Education

Educational period **nuo 1990.01 iki 1994.12**

Degree Grade 12 / Matric

Educational institution Empangeni High School

Educational qualification English, Afrikaans, Biology, Art, Home Economics, Typing

Educational period **nuo 2017.04 iki 2017.05**

Degree Diploma

Educational institution Shaw Academy

Educational qualification Business Success

Educational period **nuo 2017.04 iki 2017.05**

Degree Diploma

Educational institution Shaw Academy

Educational qualification Career Advancement

Educational period **nuo 2017.03 iki 2017.04**  
Degree Diploma  
Educational institution Shaw Academy  
Educational qualification Sales

Educational period **nuo 2017.03 iki 2017.04**  
Degree Diploma  
Educational institution Shaw Academy  
Educational qualification Psychology of Sales

Educational period **nuo 2017.03 iki 2017.04**  
Degree Diploma  
Educational institution Shaw Academy  
Educational qualification Children's Nutrition

Educational period **nuo 2017.05 iki 2017.09**  
Degree Diploma  
Educational institution Shaw Academy  
Educational qualification Diploma in Social Media Marketing

Educational period **nuo 2017.04 iki 2017.09**  
Degree Diploma  
Educational institution Shaw Academy  
Educational qualification Digital Marketing

Educational period **nuo 2017.06 iki 2017.12**  
Degree Diploma  
Educational institution Shaw Academy  
Educational qualification Photography

Educational period **nuo 2017.04 iki 2017.08**  
Degree Diploma  
Educational institution Shaw Academy  
Educational qualification English

Educational period **nuo 2017.05 iki 2017.10**  
Degree Diploma  
Educational institution Shaw Academy  
Educational qualification Entrepreneurship

Educational period	<b>nuo 2017.02 iki 2017.05</b>
Degree	Diploma
Educational institution	SA Specialist
Educational qualification	Tourism infrastructure

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Afrikaans	good	good	basic

**Computer knowledge**

Micros Opera, Microsoft Word, PowerPoint, Excel, Internet, Outlook Express

**Recommendations**

Contact person	John Vermaak
Occupation	Owner
Company	Amble Inn Guest House & Conference Centre
Telephone number	0824450050

**Additional information**

Your hobbies	Photography, Wildlife & Nature Conservation, Extreme Adventure Sports, Hiking, Jogging, Creative Hobbies
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2002-01-00 (22 years)