



Tammy Chay Hinckley

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I thoroughly enjoy working with people, I am meticulous, attentive to detail, honest and hardworking. I am people orientated and love helping people. My vision for the future is to work with children who have had a difficult life, abused or abandoned, to overcome the problems that face them and help them overcome their fears and challenges and help them better themselves and their situation. I have university exemption and I am currently studying Psychology, and then also specialise in child psychology thereby I can work with people of all ages and races.

I ideally would like to work for the government as this will open the door for me to work with people of all walks of life and help them and also open the door for me to grow in the institution and in the future possibly work in the welfare department where I can assist all people.

Preferred occupation

Secreterial and receptionist
Other jobs

Receptionists
Hotel jobs

Secretaries
Administrative jobs

Nannies
Nanny, babysitter, child care jobs

Part time jobs
Part time, weekend jobs

Jobs for students
Student jobs

Preferred work location

Ermelo
Mpumalanga

Breyten
Mpumalanga

Secunda
Mpumalanga

Contacts and general information about me

Day of birth 1995-08-22 (29 years old)

Gender Female

Residential location Ermelo

Mpumalanga

Telephone number

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

Email address

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

Work experience

Working period

nuo 2014.01 iki 2014.05

Company name

Private Contractors

You were working at:

Generals

Occupation

Assistant Manager

What you did at this job position?

Demolition for Ster-Kinekor and Nu-Metro Theatres - Assisted Employer to drive construction workers to site and home again, checked e-mails, attended to tasks that needed to be completed on-site. Reference number: Stephen: 0726347730

Working period

nuo 2014.06 iki 2015.05

Company name

Villa Bianca

You were working at:

Waiters, waitresses

Occupation

Waitress and Hostess

What you did at this job position?

worked as a waitress and hostess, taking calls, making reservations, seating clients, attending to take-away orders and directing delivery staff. Reference number: Clinton: 0826104048

Working period

nuo 2015.04 iki 2015.07

Company name

Summerfields Primary School

You were working at:

Part time jobs

Occupation

Aftercare Teacher

What you did at this job position?

I worked as an aftercare teacher doing homework with Grade 1's and 2's. Reason for no longer working there is due to my move to Dullstroom. Reference number: Liz: 0824981195

Working period

nuo 2015.08 iki 2016.03

Company name

Dullstroom Adventure Centre

You were working at:

Secretaries

Occupation

Receptionist

What you did at this job position?

I was the receptionist. I dealt with clients face to face on a daily basis, captured activity bookings on the activity bridge, collected payments from clients, attended to emails, and performed administration tasks. Reference Number: Grant: 0132450031

Working period **nuo 2016.07 iki 2017.05**

Company name Jasper Consultants

You were working at: Other jobs

Occupation Client Liaison

What you did at this job position? I worked as a Client Liaison in the web development department. I dealt with new and existing client queries on a day to day basis. I allocated client work for creation to the developers daily. I dealt with paperwork to be sent to our Google department, as well as our Admin department. I created paperwork for the developer's tasks for the following day. I set up demo websites for the developers to work on at their respective clients. I made websites live. I dealt with the sales department if there was outstanding paperwork and I elevated new leads to management. Reference Number: Eugene or Nastasia: 0118414777

Education

Educational period **nuo 2011.01 iki 2013.11**

Degree Grade 12 / Matric

Educational institution High School for girls Potchefstroom

Educational qualification Grade 12 with University Exemption

I could work no

Educational period **nuo 2015.01 iki 2017.09**

Degree Degree

Educational institution UNISA

Educational qualification Currently studying: Qualification: BA(HEALTH SC & SOC.SERVICES) Specialisation: Psychological Counselling

I could work yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Very good knowledge of MS word, Excel, and powerpoint

Recommendations

Contact person Stephen

Occupation Manager

Company Private Contractor

Telephone number 0726347730

Email address stephen@labriemine.co.za

Contact person	Clinton
Occupation	Manager
Company	Villa Bianca
Telephone number	0826104048
Contact person	Liz
Occupation	Aftercare head
Company	Summerfields Primary School
Telephone number	0824981195
Contact person	Grant
Occupation	Tour Guide and manager
Company	Dullstroom Adventure Centre
Telephone number	0132450031
Contact person	Eugene or Nastasia
Occupation	Manager or HR head
Company	Jasper Consultants
Telephone number	0118414777
Email address	eugenev@jasper.co.za

Additional information

Your hobbies	Swimming Reading Hockey Coloring Studying Hiking Adventure seeking
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-02-00 (10 years)
Salary you wish	+/- 16 000 R per month
How much do you earn now	18 000 R per month