



Joanne Richards

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admintration,hospitality,secretary,health and Safety

My Positive Points:

I can work under pressure, great listener, have a great work ethic, very punctual and communicative.

| | |
|-------------------------|------------------------------------|
| Preferred occupation | Secretaries Administrative jobs |
| Preferred work location | Eden Western Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1995-01-21 (29 years old) |
| Gender | Female |
| Residential location | Eden Western Cape |
| 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 |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2013.01 iki 2013.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Knysna secondary School |
| Educational qualification | Nasional Senior Certificate |

Languages

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

Computer knowledge

Basic Computer Knowledge

Recommendations

| | |
|------------------|-------------------------|
| Contact person | C. Stander |
| Occupation | High School Principal |
| Company | Knysna Secondary School |
| Telephone number | 044 385 0310 |

Additional information

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|--------------------------|---|
| Your hobbies | Reading love cooking Listening to music |
| Driver licenses | None |
| Salary you wish | 5000 R per month |
| How much do you earn now | 1500 R per month |