



# Sandra Pollock

Curriculum Vitae (CV)

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

I am looking for any after hours, part time, online work, until I can find something more permanent. I currently work in a medium sized private pharmacy practice, where I see between 15 & 30 people a day. While I was the Sister in Charge of a private Pharmacy clinic for 6.5 years, I helped between 30 and 40 people a day. This included family planning, immunisation and small surgical procedures. Being bilingual and caring for all made me quite popular with people of all ages and from all walks of life. Most people responded well to my pleasant nature. Professionalism and a cheerful disposition kept clients coming back for advice and assistance. Because of the diverse cases which present themselves suddenly and without warning, a cool head and firm demeanour are essential. Being able to assess an emergency and react with minimum fuss and utmost efficiency is one of my best qualities.

I left this very lucrative job to try to assist my father with the ailing family business, but unfortunately after less than a year it became apparent that there was not much hope for the business in an economy which is struggling to bounce back. Having previously had to manage between 30 and 50 people in a busy factory environment helped me learn how to be prepared and efficient. Although I do not have formal training in some of the above mentioned abilities, I have taught myself how to do each necessary task to the best of my ability, as and when it happens. I am a multi-skilled person with drive and energy. I see myself being successful in any venture that I undertake. I love people and am very empathetic and understanding. I wished that I could have had the opportunity to become a doctor, because then I would have been able to help even more people. I am flexible and adapt to what is required of me. I am willing to learn and improve myself, as is necessary in order to better myself and my skill set.

Preferred occupation

**Nurses**

Medicine, healthcare, nursing jobs

**Part time jobs**

Part time, weekend jobs

Preferred work location

**Pretoria / Tshwane**

Gauteng

## Contacts and general information about me

Day of birth 1969-11-22 (54 years old)

Gender Female

Residential location Rayton Gauteng DMS Decimal 25 44 22 S 28 31 44 E 25739444  
28528889  
Gauteng

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 2017.11 iki 2019.12**

Company name Faerie Glen Medical Centre Pharmacy

You were working at: Nurses

Occupation Registered Professional Nurse

What you did at this job position? • Clinical Nurse with general, family and paediatric experience • Glucose, Cholesterol & Blood Pressure Checks • HIV testing • Drug testing • Malaria testing • Pregnancy testing • Administration of Female contraception, injectable & implants • Immunisation of children and adults • Advising clients on how glucose machines work, or how to use their new asthma pumps • Wound care and post-op follow up care • Administration of Injections as per doctor's prescription • Pap Smear and Liquid Based Cytology for cervical cancer screening • Maintaining of patient records and statistics with regards immunisation, family planning & other injectables. • Reporting of monthly statistics to Dept of Health with regards immunisation • Co-ordinating of client database for repeat business eg annual flu vaccine • Promotion of pharmacy on social media platforms, like Facebook

Working period **nuo 2017.01 iki 2017.10**

Company name African Wax

Occupation Operations Manager

What you did at this job position? Operations Manager • Overseeing production • Checking orders before sending out • Staff motivation & evaluation • Giving in-house training to staff • Communicating with all staff regarding orders • Checking on levels of raw materials & re-ordering where necessary • Checking levels consumables & ordering where shortfalls occur • Issuing of written warnings & notice of hearings

Working period **nuo 2010.08 iki 2016.12**

Company name Rayton Pharmacy

Occupation Registered Professional Nurse

What you did at this job position?
 

- Clinical Nurse with general, family and paediatric experience
- Glucose, Cholestrol & Blood Pressure Checks • HIV testing •
- Malaria testing • Pregnancy testing • Female contaception, injectable, implant and tablet forms • Immunisation of children and adults • Suturing of simple wounds and cuts • Wound care and post-op follow up care • Drawing of blood for testing by laboratories (Ampath & Lancet) • Administration of Injections as per doctor’s prescription • Diagnosis and treatment of minor ailments like tooth abcesses and tonsillitis • Pap Smear and Liquid Based Cytology for cervical cancer screening • Maintaining of patient records and statistics with regards immunisation and family planning • Organising promotional events, baby competitions and display items • Ordering of certain surgical items for both doctor and pharmacy • Co-ordinating of client database for repeat business eg annual flu vaccine • Home visits to post-operative patients and immobile patients • General merchandising – reorganising of exi

**Education**

Educational period **nuo 1992.01 iki 1996.11**

Degree Degree

Educational institution University of South Africa

Educational qualification Nursing Degree with General Nursing, Midwifery & Psychiatry

I could work Freelance Medical Data Capturing, after hours, online

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

**Computer knowledge**

Very good working knowledge of computers

Microsoft Excel & Word

VIP Payroll

Pastel Payroll

Outlook

**Conferences, seminars**

Merck.

July 2018 Intra Uterine Systems presented by Bayer & University of Pretoria.

Various in-house training about products.

13-14 July 2011 Immunology & Vaccinology Course. Good Immunisation Practices. Presented by  
**Recommendations**

Sanofi Pasteur.  
Contact person Mrs Talita van Wyk  
25 -27 September 2013 Family Planning Clinical Service Course. Presented by OCSA in conjunction  
Occupation Owner of Rayton Pharmacy  
with Gauteng Department of Health.  
Company Rayton Pharmacy  
February 2018 Insertion of Implanon Contraceptive Device. Presented by Dr Dionne Smit from MSD  
Telephone number 0833025918  
Email address talitavwyk@gmail.com

Contact person Dr Deon Lombard  
Occupation Doctor  
Company Raymed Medical Centre  
Telephone number 0127344161  
Email address dr.d.lombard@gmail.com

Contact person Mrs Susan Grabe  
Occupation Financial Officer of African Wax  
Company African Wax  
Telephone number 0836009904  
Email address susan@africanwax.co.za

Contact person Ms Melanie Doubell  
Occupation Owner at The M Collection  
Company The M Collection  
Telephone number 0828043551  
Email address mel@themcollection.co.za

#### **Additional information**

Your hobbies Reading  
Gardening  
Playing with my children  
Bicycling with my family  
Learning to write a novel  
Driver licenses EB Articulated Light Vehicle  $\leq$  3,500kg  
Driver license from 1988-01-00 (36 years)  
Salary you wish 35000 R per month  
How much do you earn now 27000 R per month