



# Ronelle Le Roux

Curriculum Vitae (CV)

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

I am a diligent, competent person with integrity. My strengths are: excellent and timely task execution, problem solving and strategising - finding the most effective way in dealing with tasks given. I am a perfectionist. I have conducted workshops with success, and also facilitated themes with teams. One of my best qualities is my ability to connect with any person and set them at ease. I am task driven and will finish any given task before the due date. It is important to me to represent the employer to the best of my ability.

Preferred occupation                      Virtual Admin AssistantPA  
Administrative jobs

Preferred work location                      Whole of South Africa  
Gauteng

## Contacts and general information about me

Day of birth                                      1967-06-30 (57 years old)

Gender    Female

Residential location                              Pretoria / Tshwane  
Gauteng

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 1990.01 iki 2017.03**

Company name                                      Different companies

You were working at:                              Social worker

Occupation    Social worker

What you did at this job position?      Statutory and generic, report writing, report typing, organising events, facilitating workshops and groups, powerpoint presentations, Microsoft Office, data capturing

## Education

Educational period                      **nuo 1986.01 iki 1989.12**  
 Degree                                      Degree  
 Educational institution                  University of Free State  
 Educational qualification                B.Soc.Sc(SW)

**Languages**

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

**Computer knowledge**

Excellent knowledge of Microsoft Office

- \*Word
- \*Powerpoint
- \*Excel
- \*Outlook

**Conferences, seminars**

- Narrative therapy
- Addiction
- Adult ADHD
- Asperger syndrome
- Clifton Strengths Assistant Coach
- Children Assessment
- Ecometry: Assessment of Adults, Corporate Environment, Job Values etc

**Recommendations**

Contact person                              Dr Dirk Kotze  
 Occupation                                    Director  
 Company                                        Institution of Transdisciplinary Development

**Additional information**

Your hobbies                                 Published Author of fiction  
    Gardening  
    Reading  
    Nature

Driver licenses                                 A Motorcycle > 125cc, EB Articulated Light Vehicle ≤ 3,500kg

Driver license from                            1985-07-00 (39 years)