



Tanya Botha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am young, vibrant and well-spoken in English and Afrikaans and eager to learn and grow in your specialist fields and am immediately available to do so.

I am adept at managing day-to-day work flow activities, from providing administrative support to management to serving as point person and the “voice” of the Company.

Key elements which I possess for the successful execution of my duties as an Administration Assistant/Office Administrator includes the following:

- Exceptional organization and customer service skills;
- Attention to detail, accurate, flexible and reliable;
- Computer savvy and proficient in the Microsoft Suite;
- Commitment to my employer;
- Professional demeanour and well presented;
- Team player with the ability to work effectively in your environment; and
- Strong verbal and written communication skills.

I multitask well thanks to my organizational- and time management skills, and I welcome the challenge of meeting tight deadlines. I'm a natural problem solver, always on the lookout for ways to maximize efficiency and provide solutions that will benefit the company.

Other qualities that I possess, which may not be readily apparent from my resume include integrity, intelligence, and high energy, along with a diverse background and range of abilities.

I believe my dedication, experience, and skills would be an ideal match for this position and will showcase my conflict management skills and my assertiveness together with my ability to work under pressure.

I trust you find the above in order and await your further advice.

Yours truly,

Tanya Botha

Preferred occupation

Administrators
Administrative jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1993-03-22 (31 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.*
[Sign in](#)

Work experience

Working period **nuo 2010.12 iki 2012.06**
 Company name The Kolonnade Uce Rink
 You were working at: Other jobs
 Occupation Medic
 What you did at this job position? Assist in all injuries including cuts, abrasions, dislocations, concussions and broken bones; • Teaching basic ice-skating skills; and • Stock control and purchase of all medical equipment needed.

Working period **nuo 2014.01 iki 2015.12**
 Company name University of Pretoria strength and conditioning
 You were working at: Wellness Manager
 Occupation Intern coach
 What you did at this job position? Duties include but were not limited to: • • • • • o o o o o o
 Helping with the testing of the athletes (anthropometrics, 1RM testing etc.); Teaching, correcting and helping with free weight techniques; Helping with kettle bell techniques (basic movement); Observing new movements; Assisting with training of: Tuks Club rugby team; Blue Bulls Academy rugby team; Tuks sprinters; Tuks javelin athletes; SA Olympic medallist swimmers (assist and observed); and Tuks Rugby Club, Blue Bulls Academy Rugby and Varsity Cup rugby: Warmed up players before games, stretching before game and strapping injured players.

Working period **nuo 2015.10 iki 2018.12**

Company name Core fitness

You were working at: Wellness Manager

Occupation Receptionist and instructor

What you did at this job position? Selling and capturing of contracts; • Re-stocking and administration of juice bar and supplement- and equipment shop; • Handling of, and cashing-up of money at juice bar and supplement- and equipment shop; • Carrying administrative duties such as filing, typing, copying, binding, scanning etc; • Organising travel arrangements; • Writing letters and emails; • Processing invoices; • Monitoring stationary levels and ordering office supplies; • Covering the reception desk when required; • Maintaining computer filing systems; • Provide information to internal colleagues or external enquirers; • Relying to email, telephone or face to face enquiries; • Resolve administrative problems; • Answering telephone calls and passing them on; • Managing staff appointments; • Coordinating repairs to equipment; • Greeting and assisting visitors; • Photocopying and printing out documents; • Doing body assessments; • Writing clients programs and monitoring their progress and changing programs where necessary to obtain optimal results; • Researching new techniques and passing information on where requested; • Correcting and assisting with technique of power lifting movements; • Correcting general fitness techniques: e.g. free weights, machines, elastics, yoga ball, bursa ball; • Packing and moving all equipment to its position; • Assisting with rehabilitation process when requested;

Education

Educational period **nuo 2012.01 iki 2015.12**

Degree Degree

Educational institution University of Pretoria

Educational qualification B(sportsci)

Educational period **nuo 2007.01 iki 2011.12**

Degree Grade 12 / Matric

Educational institution High school Akasia

Educational qualification Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

Fully computer litere.

Additional information

Your hobbies

Photography
Aviation

Driver licenses

B Light Vehicle \leq 3,500kg

Driver license from

2013-02-00 (11 years)

Salary you wish

8000 R per month