



Jane Doo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My administrative / secretarial skills are excellent, my English is of the highest standard and I'm very accurate. Although, I gave up work more than 10 years ago to be a full time mom, I've continued with community service, notably fundraising for charities as well as starting my own non-profit company. Recently, I was asked to join the committee at our local SPCA where I fulfil the role of secretary. Although, there is no remuneration from the SPCA, I realised that I miss being a secretary. However, I'm constricted in that I need to work from home and part time. I would be an asset to anyone needing secretarial / admin skills.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1970-09-05 (54 years old)
Gender	Female
Residential location	East Rand Gauteng
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

Additional information

Salary you wish	10 000.00 R per month
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