



# Gwendolen Pretorius

Curriculum Vitae (CV)

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

I am looking for a administrative job. I am a positive, loyal, friendly and driven person. I can work in a team or alone.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Bethlehem<br>Free State               |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1989-03-21 (35 years old)   |
| Gender               | Female  |
| Residential location | Bethlehem<br>Free State   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |                                       |
|------------------------------------|---------------------------------------|
| Working period                     | <b>nuo 2009.03 iki 2019.12</b>        |
| Company name                       | Marxdental Inc.                       |
| You were working at:               | Debotors clerk                        |
| Occupation                         | Admin, dental assistant,              |
| What you did at this job position? | Admin, receptionist, dental assistant |

## Education

|                           |                              |
|---------------------------|------------------------------|
| Educational period        | <b>nuo 2008.12 iki dabar</b> |
| Degree                    | Grade 12 / Matric            |
| Educational institution   | Voortrekker High school      |
| Educational qualification | Matric                       |

|                           |                              |
|---------------------------|------------------------------|
| Educational period        | <b>nuo 2018.10 iki dabar</b> |
| Degree                    | Certificate                  |
| Educational institution   | HPCSA                        |
| Educational qualification | Dental Assistant             |

### Languages

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

### Computer knowledge

I have strong computer skills.

### Recommendations

|                  |                  |
|------------------|------------------|
| Contact person   | Danita Boshoff   |
| Occupation       | Dental assistant |
| Company          | Marxdental Inc.  |
| Telephone number | 0583035397       |

### Additional information

|                          |                              |
|--------------------------|------------------------------|
| Your hobbies             | Reading<br>Beading<br>Baking |
| Driver licenses          | B Light Vehicle ≤ 3,500kg    |
| Driver license from      | 2008-12-00 (15 years)        |
| Salary you wish          | 1,000 R per month            |
| How much do you earn now | 9000 R per month             |