



Hannaline Scholtz

Curriculum Vitae (CV)

What job i'm looking for? My positive points

At the mature age of 55, I am currently looking for a new challenge. My previous contract has expired and hence urgently looking for temp, contract or permanent employment.

Temp or short term contracts: Office Admin/management, assistant positions, project coordinator/admin PMO admin

Perm positions: PMO Admin, Project management, Office management - 25k+ pm

Skills include:

Excellent interpersonal skills

Ethics and Governance

Energetic

Customer services orientation

Emotionally mature

Excellent decision making

Excellent management report writing

Excellent Professional Communication (Verbal and Written).

Planning, budgeting and organisational skills.

Interpersonal skills

Administration

Extensive experience in up selling of current products and applications, maintaining filing systems and databases, organizing and scheduling meetings

Attention to detail and organizational skills Facility with the most popular office and project management software programs, including full Microsoft Office suite, plus a high level of comfort with new platforms and a willingness to learn

A commitment to working as a team and achieving our goals

Fully bilingual

Previous contract with US company expired.

Reside in Midrand.

Preferred occupation	<p>Project Manager IT, computing jobs</p> <p>Administrators Administrative jobs</p> <p>Part time jobs Part time, weekend jobs</p>
Preferred work location	<p>Midrand Gauteng</p>

Contacts and general information about me

Gender	Female
Residential location	<p>Johannesburg Gauteng</p>
Telephone number	<p><i>Information is available only for registered users.</i> Sign in</p>
Email address	<p><i>Information is available only for registered users.</i> Sign in</p>

Work experience

Working period	nuo 2015.07 iki 2019.04
Company name	MetricStream
You were working at:	Generals
Occupation	Project Manager
What you did at this job position?	Client Engagement and Project Manager of MetricStream GRC solutions for clients in Africa and the UK, coordinating with MetricStream resources in India, the USA and UK

Additional information

Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
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