



Curriculum Vitae
for
BEATRICE MUTETE

PERSONAL DETAILS:

SURNAME: MUTETE
NAME: BEATRICE
SEX: FEMALE
IDENTIFICATION: SA I.D.
ADDRESS: 69 HAMLIN EXT ST, 167 NORWOOD GARDEN VILLAGE, THE GARDENS,
NORWOOD, JOHANNESBURG , 2192
TEL: 082475514/0636778429
EMAIL: beatricemutete@yahoo.com
LANGUAGES: ENGLISH, SHONA , NDEBELE, ZULU, FRENCH,

MISSION STATEMENT: WITH DISCIPLINE, DIGNITY, DIRECTION AND DETERMINATION, I CAN ACHIEVE GREAT EXPLOITS.

EDUCATIONAL BACKGROUND:

- IN-HOUSE HOSPITALITY AND MANAGEMENT TRAINING
- TEFL ENGLISH TEACHING
- DIPLOMA IN ORAL HYGIENE
- CURRENT STUDIES: BA (HONS) SOCIAL WORK UNISA

OTHER PROFESSIONAL COURSES/SEMINARS/ACTIVITIES:

- HOSPITALITY AND WAITRESSING TRAINING: LA RUSTICA
- ADVANCED LEADERSHIP COURSE LEVEL 1 AND 2
- CUSTOMER CARE AND MANAGEMENT
- CHARLENE WHITE TEAM POWER AND VISION COURSE
- ADVANCED CERTIFICATE IN TEACHING ENGLISH AS A FOREIGN LANGUAGE (TEFL 160)
- ADVANCED CERTIFICATE IN TEACHING ENGLISH TO YOUNG LEARNERS (TEYL)

EMPLOYMENT HISTORY:

- DR SJ FLAX: ORTHODONTIST RIVONIA
- DUTIES: DENTAL ASSISTANT ROLES ACCORDING TO STATE REGULATIONS AND SCOPE OF PRACTICE.
- WAITRESS AND HOSTESS – LA RUSTICA RESTAURANT(HOUGHTON)AND BROWNS RESTAURANT RIVONIA
DUTIES:
Provide customers with menus.
Take customer orders and relay this to the kitchen.

Serve food and beverages to customers.

Listen to any complaints that patrons have and address them appropriately.

Prepare bills and process payments.

Enhance, promote and execute exceptional and memorable services to customers and the team.

Management tasks and supervision

Function hostess and co-ordinator

- SNUGFIT GUMGUARDS (part-time) WITH DR MacKENZIE. EDUCATION, IMPRESSIONS AND FABRICATION OF DENTAL SPORTS MOUTHGUARDS IN SCHOOLS AND SPORTS CLUBS
- VOLUNTEER HOMEBASED TEACHING EARLY CHILDHOOD DEVELOPMENT AND CHURCH YOUTH TEACHER.
- VOLUNTEER COUNSELLOR AT SADAG (SOUTH AFRICAN DEPRESSION AND ANXIETY GROUP) AND VICTIM SUPPORT SANDTON POLICE STATION.

REFEREES:

1. JANET VAN SCHOOR

48 HORNBILL ST

DOUGLASDALE, 2129

TEL: 0637794850

Janet12 vs@gmail.com

2. DR SJ FLAX

20a WESSELS ROAD

RIVONIA, 2128

TEL: 011 8030065-6

sjflax@mweb.co.za

3. CHANTAL MACKENZIE

7 GREENFIELD ROAD

SANDTON, 2090

TEL: 011 4449230