



PROFILE SUMMARY

Highly motivated and professional, Seeking to apply my abilities in filing the job opportunity given and utilize my analytical and communication skills with the purpose of developing both myself and the organization. Oversee the day to day functioning of the organization ensuring that the administrative processes run smoothly. Dedicated to learn more and to always try new things, I perform my duties with honesty, integrity and to the best of my abilities

EDUCATION

Itireleng Zenzele high school

BGrade 12 (STD 10 Matric)
2008

Lesedi School for adult education

Basic and Intermediate computer literacy course
2009

Excellency Safety Training and Projects

SHE Representative US ID 116518 . Level one first aid
2021

NOSA safety Clouds

Introduction to SAMTRAC Investigation level 3
2023

SKILLS

- Strong organizational and time management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Support and Run daily programs
- Receptionist and Retailing
- Office administration and training new hires
- Adaptability and flexibility

CERTIFICATIONS

- Basic and intermediate computer literacy
- SHE Representative
- First Aid & CPR
- Passenger Ship Training Personal
- Survival Techniques Disney Trainer
- Introduction to SAMTRAC
- Incident investigation level 3
- Code 10 Drivers License

WORK EXPERIENCE

Youth Activity Counselor

Disney Cruise Line 2016 -2023

- Facilitate programs and Actives at the Disney Show Quality level in the Youth Activity Venues
- Adhere to all the rules and regulations governing Youth activities
- Provide on the job training for the new cast members or new hires
- See to the safety and security of all children participating in the youth Activities
- Organize safe enjoyable programs and activities for all ages
- Filing registration and medical forms during registration organizing them Accordingly. be available ,friendly and guest service oriented at all times

Educator Assistance (during pandemic)

Moreling Combined School 2021-2022

- Mortaring daily class register
- Assist teacher with admin and any paper work needed for each class
- Provide supervision and safely ensure kids engage in physical activity.
- Be available to provide extra assistance to kids in class when help is needed.

Camp Counselor

Sugar Bay Children's Camp 2015-2016

- Assist with activity planning and receive special training to fully support kids needs during their stay at camp
- Kayak instructor - Facilitated pieces of training for kids about kayaking both theory and practical
- Provide supervision during overnight stays

Personal Assistant to CEO

Tilexier 2013-2014

- Scheduling meetings and manage calendar, help with time management
- Answer phone calls, emails and take messages
- Plan travel, including flights, accommodation and ground transportation

REFERENCES

Steve pears

Camelot Spa Owner
steve.pearse@mweb.co.za
083 610 0290

Michelle Van Wyk

Camelot Spa Manager
082 058 7300

Norah Towigh

Mentor
noraht@mweb.co.za
083 604 0302

Malevu S.E

Morelig Educator and Mentor
0719540960

WORK EXPERIENCE

Spa Receptionist

Franchise of Camelot Spa 2010-2012

- Answering phone calls, emails and redirecting them when necessary.
- Managing the Spa Schedule and bookings.
- Greeting guest and thanking them for visiting.
- Managing Client records.
- Processing debit, credit or cash payments.
- Conducting inventory checks to order new supplies and equipment
- Adhere to health and safety regulations
- Product Retailing and Recording