Name

Area City, Province

Contact number: 072 0000000

email@youremail.com

Surname

# **Professional SUMMARY**

# **AWARDS**

Employee of the year 2010

Service Excellence 2009

Chairman’s Award 2009

Best Secretary 2008

Support Team Member of the year 2006

# **SKILLS**

## **Professional**

Professional Skill 1

Professional Skill 2

Professional Skill 3

Professional Skill 4

## **Computer**

Computer Skill 1

Computer Skill 2

Computer Skill 3

## **Languages**

Languages 1

Languages 2

Languages 3

# **INTERESTS**

Public Speaking

Reading

Hiking

Gym

# Thando is seasoned executive assistant and has been personal assistant to three CEO’s within JSE listed companies. Her excellence has been recognized by winning the “Service Excellence” award three times in a row while she worked at ABC bank. She has successfully coordinated annual events such as golf days and year end functions, while managing the entire budget and service providers. She is currently seeking for executive assistant or office manager positions.

# **Education**

2002 – 2008 Bachelor of Business Administration

 UNISA

2001 – 2005 Matric

 ABC High School

# **Work Experience**

2011 – Present **Job Title**

 Company

 Summary description of the role

2008 – 2011 **Job Title**

 Company

 Summary description of the role

2005 – 2008 **Job Title**

 Company

 Summary description of the role

2003 – 2005 **Job Title**

 Company

 Summary description of the role