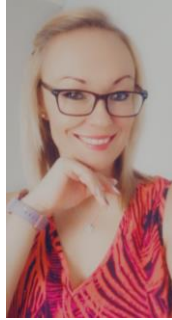


**JAMECINE PATRICIA PAREL
(Jamie)**



PERSONAL INFORMATION

SURNAME	:	Parel
NAMES	:	Jamecine Patricia
GENDER	:	Female
ID NUMBER	:	910712 0116 086
MARITAL STATUS	:	Single
DEPENDANTS	:	None
NATIONALITY	:	South Africa
CRIMINAL RECORD	:	None
DRIVER'S LICENCE	:	Code B – Own Vehicle
HEALTH	:	Good, Non-smoker
LANGUAGES	:	English, Afrikaans
CONTACT NUMBER	:	065 810 8568
EMAIL ADDRESS	:	Jamie.parel@outlook.com
PHYSICAL ADDRESS	:	Benoni

Personal skills and key competencies:

- Excellent interpersonal skills and able to communicate effectively with individuals from all walks of life
- Focused on results and goals orientated
- Professional, intuitive and analytical in approach to issues and projects
- Able to run own desk without being micromanaged
- Confident and diplomatic
- Quick and efficient.
- Versatile and able to multitask
- I take initiative and ensure that needs are met
- I can assess needs and redesign strategies to accommodate the needs as they change
- Desire to win and achieve
- Strong administrative skills
- Strong research skills – I can research relevant data and strategize on how to improve things based on that data.
- Planning and strategizing
- Positive Mental attitude
- Marketing and sales skills
- Diary management
- Attention for detail
- Negotiating skills
- Strong People skills
- Project management
- Office and classroom management

SECONDARY QUALIFICATION

YEAR : **Matric** - 2009

SCHOOL : Sir John Adamson High School

SUBJECTS : English First Language
Afrikaans Secondary Language
Mathematical Literacy - **Distinction**
Life Orientation - **Distinction**
History - **Distinction**
Geography - **Distinction**
Life Sciences (Biology) – **Distinction**

Tertiary Education

2023 : Bachelor of Education (Unisa)
TEFL Accredited
: SACE registered

COMPUTER LITERACY

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Outlook – Email
- Microsoft Teams
- Edupac
- SA SAMS
- Accpac
- Basic Sage
- Recruitment Software

HIGHEST ACHIEVEMENTS IN MY SCHOOLING CAREER

- Gauteng Provincial Touch Rugby Team
- Gauteng Provincial Cross Country Team
- Top Academic Scholar

EMPLOYMENT HISTORY SUMMARY

Educator
Internal and external sales representative
Sales administrator
Personal assistant / Project Administrator
Branch administrator
Recruitment specialist

EMPLOYMENT HISTORY DETAILED

Company Name : Summerfields Primary School
Type of Firm : Primary School
Period of Employment : April 2019 – Current
Position Held : Educator – Grade 4 Afrikaans

DUTIES

- Member of the **SGB and various committees** – PTA, Safety and Security, Sports
- **Netball organiser** and U13 **coach**
- **Creating PowerPoint** lessons for relevant curriculum as per the ATP
- **Providing academic support** to learners in the classroom
- **Assessing** the needs of the learners and developing strategies to meet those needs
- **Assessing** the shortfalls in the system and ensuring these shortfalls are covered over and above what is expected
- **Designing strategies for learning** and assisting learners with barriers
- **Providing analysis of results based on performance.**
- **Designing** and **planning** strategies to improve on performance and meet set targets
- **Maintain organised files for subject, preparation, and lessons as well as learner information**
- **Create lesson plans and worksheets**
- Creating **spreadsheets and graphs** to depict information based on assessment and performance
- **Marking** of test papers and learners' workbooks and projects

Company Name : Robertsham Primary School

Period of Employment : January 2018 – December 2018 (Temporary Contract)

Position Held : Learership – Educator and coach

2017 – Coached athletics at Assumption Convent School for girls

COMPANY NAME : Lowveld Media - Nelspruit

TYPE OF FIRM : Media Advertising

PERIOD OF EMPLOYMENT : 2016 – 2017

POSITION HELD : Advertising Sales Representative

DUTIES

- **Promoting** the selling of advertising space for publications
- Perform **cold calling** to get the attention of possible clients
- **External sales** - Visit businesses to inquire about advertising sales
- **Build relationships** with clients
- Understand the **needs** of each client
- **Cold calling** - Contact potential clients, make sales presentations, and maintain client accounts
- **Locate and contact** potential clients to offer advertising services
- **Prepare and deliver sales presentations** to new and existing clients
- **Based on their needs** - Inform clients of available options for advertising art, formats, or features and provide samples
- Prepare promotional plans, sales literature, media kits, and sales contracts
- **Explaining the benefits of your medium, using statistics on readership or viewing figures**

REASON FOR Leaving : Relocated to Pretoria

COMPANY NAME : Mpumalanga Personnel and Training Consultants
: (MPRTC Recruitment) – Witbank / Nelspruit

TYPE OF FIRM : Recruitment Specialists

DATES OF EMPLOYMENT : 2015 – 2016

POSITIONS HELD : Recruitment Consultant

DUTIES

- **Assessing the needs** of a clients request for clientele
- **Marketing** suitable candidates to clients for specific roles
- Involved with the marketing department to devise job adverts
- Developing and maintaining relationships with clients
- Doing **background checks** and verifying the references, work experience and academic qualifications of applicants
- **Screening, testing and assessing** candidates
- **Developing a relationship** with interviewees
- Receiving and reading through the CVs that job seekers have sent into the recruitment agency
- Assisting applicants with their interview techniques
- Cold calling companies to **generate more business** for the recruitment agency
- **Ensuring the compliance** of any temporary worker or contractor placed
- Giving clients **advice and guidance** on appropriate pay rates, training and career development
- **Building own database** of clients and contacts

REASON FOR LEAVING : Limited Career Growth - headhunted

COMPANY NAME : ACDC Dynamics – Ibotix Division – JHB Gauteng

TYPE OF FIRM : Franchise - Security

DATES OF EMPLOYMENT : 2015

POSITIONS HELD : Personal Assistant / Project Administration

DUTIES

Personal Assistant and finance

- **Collecting payments** from clients monthly
- **Open new accounts** and ensure all documentation is in order
- Attending to **all account queries** and ensuring matters are resolved timeously
- Achieving **monthly targets** with regards to cash collections were in place for individual and team efforts
- **Process credit applications** along with all relevant documentation
- **Reconciliations** on all accounts
- Ensuring all documentation is filed correctly
- Keeping files up to date and ensuring client details are correct

Company Administration –

- Reports,
- Purchase orders,
- Invoicing
- Inventory control
- Project management
- Crisis control
- Payroll assistance
- Invoice Processing and Payment follow ups
- Booking meetings,
- Organising travel and preparing complex travel itineraries,
- Attend meetings on your boss's behalf
- Writing minutes,
- Taking dictation,
- Planning, organising and managing events,
- Managing a budget,
- Attending events/meetings as the principal's representative,
- Conducting research on the internet,
- Writing reports, executive summaries and newsletters,
- Preparing presentations,
- Preparing papers for meetings,
- Managing and reviewing filing and office systems,
- Typing documents,
- Sourcing and ordering stationery and office equipment,
- Managing projects,
- Assisting CEO with diary management, work scheduling, finding new business opportunities

REASON FOR LEAVING : Relocated to Witbank

COMPANY NAME : Franke Kitchen Systems - Midrand
TYPE OF FIRM : Production, Distribution of stainless steel Products
DATES OF EMPLOYMENT : 2013 – 2015
POSITIONS HELD : Sales Consultant / sales Administrator / PA to Sales Manager

DUTIES

Sales consultant duties

- **Internal sales** – answering incoming calls for sales enquiries
- Participate in Expo trade shows quarterly promoting the brand and the products,
- Processing **quotations** for clients
- Processing **sales orders** and ensuring all orders are **invoiced**
- Processing **stock orders** as per clients requests
- Updating **sales reports** on a weekly basis
- Updating **stock movement** reports daily
- Handling client **complaints**

Administrative duties –

- **Capturing, Filing, Creating Purchase Orders, Invoicing**
- **Open new accounts** and ensure all documentation is in order
- Assisting **Sales Representatives** with their **reports, administration, documentation and filing**
- Assisting **Regional manager** with **sales reports, Meeting Scheduling and Diary management**
- **Function Planning** and ensuring all activities are arranged – Food, seating and client attendance
- **Organising and coordinating office operations and procedures**
- Assisting in sales by **quoting customers**
- Organising **staff meetings and taking minutes**
- **Preparing letters, presentations and reports**
- **Liaising** with staff, suppliers and clients
- Implementing and maintaining **procedures/office administrative systems**
- **Attending meetings with senior management**
- Design and implement **office policies**
- Establish **standards and procedures**

REASON FOR LEAVING : My Vehicle was written off – Transport issues

January 2010 – September 2013

- Umlilo Technologies / Fire Fanatix – JHB - Branch Administrator, Personal Assistant and Branch co-ordinator
- Glenvista Fitness Centre - Receptionist, Branch Administrator
- Spur Steak Ranch JHB – Administrator and Till Operator
- YFC International – Travelled to Germany