



SKYLAH SCHLEMMER

ABOUT ME

I am a reliable, curious and an organised worker highly motivated to improve myself as much as possible. I have a constant desire to learn new things in order to gain vast amount knowledge and perspective which leads me to be extremely hard working. I absolutely love working and interacting with a variety of people. My goal is to get the opportunity to display the best of my potential.

CONTACT ME



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570 20th avenue
Rietfontein, Pretoria

- Licence :Code B

EDUCATION

Rietondale Highschool 2016-2020

Mathematics ,English,Afrikaans,Physical
Science ,Economics,Business and Life
Orientation

Tertiary education :

UNISA -2021

**Higher certificate in Life &
Environmental Science**

UNISA-Current

**Bachelor of Science in Agricultural
Sciences (First Year)**

Additional qualifications:

- STCW certificate
- ENG1 medical certificate
- Powerboat RYA licence level 2
- Food safety catering level 2

WORK EXPERIENCE

Promotional Events

May2024-Present

Promotion lady

- Shooter girl events.
- Bar lady events.
- Photoshoots for sport companies.
- Brand activation for new and upcoming companies.
- Waitress at events.
- Taster servings at retailers.
- Expositions.
- Golf day events.
- Promoter at a rugby event.

Apple Tree Medical Group (CHS)

Feb2024 -May2024

Independant Contractor

- Import medical documents to the patient's charts.
- Assist in obtaining requested patient document history for support.
- Fax completed forms and supporting documents to the 3rd party for claims.
- Email completed forms to the patient.
- Knowledge of Canadian health system.
- Knowledge of Avanti and EMR system.

Precision Medical Solutions

July2023-March2024

Debtors clerk

- Billing and creating invoices.
- Amending rejected accounts.
- Collecting payments from patients, insurance companies and Medical Aids.
- Keeping informed on each account.
- Contacting hospitals and surgeon's for additional Information.
- Finalising legal work ,discounts and clearing suspense.
- Month-end reporting.
- Liaising with GAP cover.
- POPIA knowledge.
- Experience in ICD-10 and procedure codes ,EDI,and PMB process.
- Experienced in Microsoft,GoodX ,Medebill and Med-e-report.
- IOD knowledge.

Mersino Pumps

Feb2022-July2023

Debtors and creditors clerk assistant

- Complete GRVs and capture invoices.
- Filing of all documents in office.
- Matching invoices with statements.
- Purchasing of office supplies and workshop safety equipment and uniforms.
- Managing equipment on-site paperwork.
- Licence renewals.
- Sales.



ACHIEVEMENTS

- Cum Laude 2013 + 2014
- Headgirl (Robert Hicks Primary School) -2015
- ELC leader(Prefect) -2020
- Swimming and Hockey teams Captain -2015 + 2019 + 2020
- Acrobatic SA colours

SKILLS

- Communication Skills
- Confidence
- Problem-solving
- Hardworking
- Adaptable
- Honest

WORK EXPERIENCE

Adelaars squash club

Feb2021-April2022

Bartender/managed bar

- Serving beverages and snacks.
- Assisting with courtlights, membership and additional fee payments.
- Washing dishes and ensuring all necessary areas are cleaned up and tidy.
- Cash up and Banking cash into safe.
- Stock control ,ordering of new stock and managing inventory.
- Clean up, restock shelves and fridges.
- Opening and Locking up .
- I continue to assist squash club when needed.

REFERENCES

Larachelle-supervisor (Precision medical solutions): +27 61 423 3211
Clientcare46@precisionmed.co.za

Bernhardt Buys-manager(Mersino Pumps): +27 71 258 2283

Darius Smuts (Adelaar's squash club):
+27 83 613 0229