

PRIVATE AND CONFIDENTIAL

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PROFILE OF CLAUDIA GALLIER

Availability/Notice Period	Immediately Available
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Surname	Gallier		
First Names	Claudia Jocelyn Mateus		
Citizenship	South African		
Identity No.	9701100031081		
Gender	Female		
Residing in	Milnerton	Areas to consider	Cape Town
Languages Spoken	English, Afrikaans	Passport Status	Valid
Expectation	Negotiable		

ACQUIRED SKILLS / ABILITIES

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|---------------------|-------------------------------------|------------------------|
| - Problem Solving | - Leadership Skills
(Matric RCL) | - Time Management |
| - Analytic Thinking | - Communication Skills | - Troubleshooting |
| - Fast Learner | - Computer Literate | - Interpersonal Skills |

EDUCATION DETAILS

HIGH SCHOOL			
Name	Alma Mater International	Highest Grade	12 (AS Level)
Syllabus	Cambridge	Year Passed	2015
Tertiary Education			
Institution	University of Pretoria	Degree	BSc Human Physiology
Year Passed	2018		
Institution	Varsity College	Degree	Bachelor Computer and Information Sciences in Application Development
Year Passed	In progress 2022-		

COMPUTER LITERACY

- Ms Word
- Ms Excel
- Ms Powerpoint
- Internet
- Email
- Wordpress
- Google Search Console
- Google Analytics
- WebCEO
- Netbeans

MODULES TAKEN

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • Human Physiology* • Chemistry* • Biochemistry* • Microbiology* | <ul style="list-style-type: none"> • Genetics* • Physics • Maths • Botany | <ul style="list-style-type: none"> • Zoology* • IT |
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*Lab Exposure

WORK EXPERIENCE

Au Pair (10 Year Old Girl)		
Employer	Miranda Moloto	083 304 47332
Duration	6 Months (June 2019 - December 2019)	
Responsibilities	<ul style="list-style-type: none"> • Transport - to and from school, extra curricula • Help with homework • Holiday outings 	

SEO Campaign Manager		
Employer	Point B Agency	011 628 9700
Duration	18 Months (Jan 2020 - June 2021)	
Responsibilities	<ul style="list-style-type: none"> • Setting up, designing and maintaining SEO campaigns for clients • Using programs such as Google Analytics, WebCEO, Google Search Console, Excel, Word, etc. • Uploading content onto websites • Monthly reports • Optimising websites 	

Au Pair (4 Year Old Girl)		
Employer	Georgina Armstrong	083 600 4247
Duration	1 Month (July 2021)	
Responsibilities	<ul style="list-style-type: none"> • Play time (Stimulating play for special needs) • Preparing meals • Attend appointments at occupational therapist 	

Au Pair (Two 7 Year Old Boys)		
Employer	Roshen Harry	083 630 4181
Duration	3 Months (November 2021 - January 2022)	
Responsibilities	<ul style="list-style-type: none"> • Help with homework • Play time • Holiday outings • Preparing dinner • Bath time • Occasional bed time 	