



Januske A Venter

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Januske Venter 
Twitter/Blog/Portfolio 

I'm a young extroverted hardworking person and always up for an adventure. I like to take a chance and always try to go for what some would think is the impossible. I have experience working in a team as well as taking on responsibility and being independent. I'm a quick learner and I adjust easily to the environment that I'm in. I always strive for planned things to go accordingly, but also able to quickly adjust if something does change. After spending a year abroad, I'm confident to communicate easily and thoroughly in English. I see myself as great multi-tasker and have experience working under pressure, I have experience with Microsoft Word, Xcel and PowerPoint. I'm determined to get the job done.

Skills

- Communication
- Project Management
- Honesty
- Determination
- Multitasking
- Strong Work Ethic
- Creative
- Trustworthiness
- Organization
- Flexibility

Experience

JANUARY 2019 – OCTOBER 2019

Project Coordinator / Dynamic Office Technologies, Johannesburg

Responsibilities:

- Admin
- Contract arrangements
- Arrangement of Project Installations
- Communicating with Installation Team as well as Clients
- Completing the Project
- Communicating with Finance Houses regarding Project
- Secretary work
- Answering Switchboard and Transferring Calls to the appropriate department
- Scheduling of Meetings

Achievements:

- Time Management
- Working under pressure
- Obtaining good Communication Skills with Clients
- Learn to keep an eye out for detail
- Achieving Employee and Admin person of the month

Reference

Contact Person: Joy De Saint Pern

Contact Number: 0861 DO TECH (368324)

JANUARY 2020 – JANUARY 2022

Au Pair / Cultural Care Au Pair, America

Responsibilities:

- Taking care of the Kids 45 hours per week
- Help them with their Milestones
- Doing Activities that is Stimulating
- Feeding them
- Working out a Schedule when certain Activities will happen for them
- Creating a safe environment for the Kids

Achievements:

- Organizational and Planning Skills
- Communication in English Progressively improved
- Learning to be Flexible, since my Schedule could easily/quickly change with the Kids
- Creativity
- Becoming Independent and more Responsible

Reference

Contact Person: Tim Tootle

Contact Number: +1 317-605-6684

Email: TTootle@teamtrg.com

Education

2018

High School Graduate / High School Fochville, Fochville Gauteng

Qualification	:	Senior Certificate (Grade 12)
Main Subjects	:	Afrikaans (HG)
		English (HG)
		Math (SG)
		Life Science (HG)
		Business (HG)
		Consumer Studies (SG)

MAY, 2020

Child Growth and Family Development Course / Long Island University, New York

During my Au Pair year, I had the opportunity to Study at an International University. This course helped me with understanding the importance of Family as well as Caregivers in a Child's growth and behavior.

MAY, 2020

Physical, Cognitive and Psychosocial Development Course / Long Island University, New York

In this course, I learned how the environment that a child grows up in, will have an impact on his/her adult life. Nature vs Nurture is something that I remember well from this course, and is also something that I can implement in my daily life, Nature references with your genes, the way that you look, that comes from your parents. But Nurture references to the outcome of a person's life, for instance if they learn from their childhood and strive to be better

JUNE, 2021

Online Business Entrepreneurship Course / Hudson County Community College, New Jersey

During this course I obtained the following information:

- Key Points when creating an Online Business
- Importance of Key words
- Welcoming as well as signing up emails when a potential client visits your Online Website
- Platforms to use to advertise your Online Shop
- To get Clients to engage in Social Media posts
- Importance of Social Media in today's world

JUNE, 2021

IMC: Advertising, Public Relations and Marketing / Hudson County Community College, New Jersey

During this course I obtained the following information:

- Importance of Publicity, Good and Bad
- Marketing to Millennials
- Importance of getting Clients to Interact with your services/product
- Having a Social Media Influencer be a part of your Marketing strategy
- Integrated Marketing to help build recognition and trust
- Importance of advertising and slogans

FEBRUARY - APRIL, 2022

Level 5 TEFL Qaulifi Certificate / The TEFL Academy

During this course I obtained the knowledge to do the following:

- Create lesson plans for a variety of level students
- Teaching Vocabulary as well as Pronunciation by using and/or improving both receptive and productive skills of students
- Understanding and teaching English Grammar
- How to use Authentic materials to my advantage and how to manage a classroom

Activities

Some of my Hobbies include the following;

- I enjoy expanding my knowledge through travelling to different parts of a country, I feel that my time abroad in America taught me a lot about the country, the people as well as Independency
- I normally choose a good book to read to wine down, I like something that keeps me on the edge of my seat, and as of lately I started enjoying self-improvement books as well
- I express myself creatively through Photography
- I enjoy working on myself and going to the Gym, it helps me feel good as well as increasing my confident
- Being an extrovert I'm socially active and enjoy spending quality time with good friends and family. Also love meeting new people and forming new friendships
- And lastly I enjoy watching and playing sports, it helps me with my team work and to stay active.