

SAMANTHA GORDON

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Retief Avenue, Lyttleton, Centurion ·

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Administrative lady with +/- 5 years' experience working in different industries. I am a highly motivated, passionate, hardworking young lady who strives to succeed in life. I see every opportunity as a step toward becoming a successful individual. From the different industries that I have worked in, I have learnt that I work well on my own and in a team.

EXPERIENCE

JANUARY 2022 – CURRENT

EYEWEAR CONSULTANT - TORGA OPTICAL

Administration, bookings, email correspondence, reception duties, switchboard, sales, accounts, patient confidentiality, stock control, medical aid benefits, medical aid tariffs, medical aid invoicing, and optical assistant.

SEPTEMBER 2020 – OCTOBER 2021 (RETRENCHED)

HEAD OF RECEPTION – UNIVERSAL ROOFING

Reception, management, admin, stock control, data capturing, email correspondence, accounts, sales, client confidentiality, filing, and arranging meetings.

JANUARY 2019 – APRIL 2020 (RETRENCHED)

JUNIOR DUTY MANAGER – CLUBVIEW GUEST HOUSE

Junior sous chef, kitchen prep, manage house keepers, manage kitchen duties, administration, bookings, email correspondence, creating menu's, reception duties, switchboard, sales, and accounts.

EDUCATION

JUNE 2022 – JULY 2023

**INTERNATIONAL DIPLOMA IN TEACHING ENGLISH AS A FOREIGN LANGUAGE –
I TO I TEFL 420 HOUR**

Level 1-5 all distinctions

DECEMBER 2019

**INTERNATIONAL ADVANCED MANAGEMENT DIPLOMA IN CULINARY AND
PATISSERIE ARTS – CHEFS TRAINING AND INNOVATION ACADEMY**

City and Guilds level 1-3 all distinctions

DECEMBER 2015

MATRIC - PRETORIA HIGH SCHOOL FOR GIRLS

SKILLS

- Administration
- Reception
- Stock Control
- Accounts
- Medical Aid
- Switchboard
- Management
- Sales
- Bookings
- Telephone Etiquette

ACTIVITIES

- Reading
- Gardening
- DIY
- Gaming
- Cooking/Baking

