
CURRICULUM VITAE

KAYLA AMARA PORTER



ABOUT ME

Name : Kayla Porter

Date of Birth : 03 September 2000

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Personal Goals

I want to become an independent, self-reliant individual. I am confident that when afforded an opportunity I will be able to prove myself. I am a fast learner, hardworking and loyal. I will do my best to achieve goals and challenges set before

me. I aim to be a better version of myself every day.

EDUCATIONAL QUALIFICATIONS

Petra High School (Bulawayo Zimbabwe 2012 – 2016)

Ordinary Level

English

Geography

Science

History

SPECISS COLLEGE – (Zimbabwe – February to April 2017)

Computer courses completed

- MS Word
- MS Excel
- MS Powerpoint
- Digital skills for Google, emails, zoom and internet.

INTERIOR DESIGN INSTITUTE (Randburg February 2021 - February 2022)

I have completed the design course and obtained my diploma.

WORK EXPERIENCE

WESTPACK LIFESTYLE CENTRE (GREENSTONE December 2019 -March 2020)

Information Clerk

Responsibilities

- Processing customer orders received via email
- Assisted walk in customers with queries • Assisted on the floor

Reason for leaving – COVID shut down

Altiven SA (temp Job February 2022- April 2022)

Showroom Assistant

Responsibilities

- Assisting walk in Customers
- Point of sale
- Internal transfers (warehouse to showroom)

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- Answering client calls.

KMQ (May 2022- March 2023)

Receptionist/ Layout Artist

Responsibilities

- Work related Emails throughout company
- Calling Clients for approvals
- Assisted walk in Clients
- Assisted in showroom
- Design Art for Approvals

Reason For Leaving – Looking to Advance in my Career

Skills

- Customer Services
- Counter Sales

- Strong Administration
- Organized
- Honest and Loyal
- Independent Worker
- Problem Solver

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- Diplomatic and professional
Hobbies

- Gym
- Cooking
- Reading
- Interior Design &
Decorating