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Position Applied For:

Sales Administrator

Candidate Name:

Annabelle Cupido

MPC Consultant Name:

Colleen Stevenson

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

4 April 2016

Personal Details

Surname :

Cupido

First Names :

Annabelle

Nationality :

South African

Language Proficiencies :

English

EE/AA Status :

Coloured Female

Availability :

Immediate

Expected Salary :

R 12 000 per month (negotiable)

Career Summary

Company

Position

Duration

L&E Meridian

Executive Administrative Assistant / Account Rep

Jun 2014 - Sep 2015

Print Mail Communications

Administrative Assistant / Customer Service Co-ordinator

Sep 2012 - Apr 2013

Good Shepherd Alliance

Supervisor

Jan 2012 - Jul 2012

Candidate Summary

Annabelle is a resourceful, client focused and team-orientated professional who is eager to leverage her comprehensive administrative skill set in a challenging and fast-paced environment. She offers 16 years of experience fulfilling various administrative functions. She likes to run an efficient well organized office environment and actively seeks ways to help others. She prides herself in her attention to detail with strong communication, problem solving and customer service skills. She is able to work with confidence in different environments while balancing multiple tasks and working under competing deadlines. She has worked and travelled extensively, she started her career in reception and then went into sales which she really enjoyed.

Able to communicate clearly & effectively, both verbally and in writing

Able to multitask

Able to proactively seek solutions

Able to work under tight deadlines with flexibility  
Able to prioritize and plan work  
Able to take initiative  
Courteous demeanour■  
Energetic work attitude

#### Academic History

Qualification :

Matric

Date Completed :

1989

Institution :

Livingstone

■

Computer Skills

Programs/Systems :

MS Word

Excel

Outlook

PowerPoint

#### Additional Training and Skills

Certificate in Dutch - Obtained in Amsterdam, Holland

Secretarial Certificate - Sight and Sound Damelin

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Energetic work attitude

Annabelle Cupido  
Resumé of Career to Date  
Company Name :  
L&E Meridian (USA)  
Type of Industry :  
Advertising/Printing  
Period of Employment :  
June 2014 - September 2015  
Position :  
Executive Administrative Assistant / Account Representative  
Duties :

Performs Administrative duties - (Microsoft Office Suite), scanning & photocopying  
Maintain database and downloading of data from client websites  
Updated production schedules  
Coordinated job estimates with assistance from Estimating department  
Logged jobs and trafficking activity in database & on production schedule and maintained job files of project materials  
Clients, outside vendors, and inter-departments process to be coordinated efficiently and timely  
Routed materials in various stages for approval by client  
Proofread and traffics copy and blue lines, setup insertion samples performed quality control for approvals  
Followed quality control procedures to endure accuracy and quality of work performed  
Monitored job progress and directed production scheduling to meet client deadlines  
Resolved discrepancies in job progression to ensure client satisfaction  
Prepared material according to specifications, distributes, to appropriate media vehicle before established deadlines, and tracks progress  
Generated client billing and routed for approval as necessary  
Answering incoming calls  
Calendar Management (Outlook)  
Reason for Leaving :  
Returned to Cape Town from USA

September 2015 to date - returned to look after her elderly mom and settle back in South Africa and been doing temp assignments

Company Name :  
Print Mail Communications  
Type of Industry :  
Printing  
Period of Employment :  
September 2012 - April 2013  
Position :  
Administrative Assistant / Customer Service Co-ordinator  
Duties :

Welcomes on site visitors, determines nature of business & announces visitors to

appropriate personal  
Data entering/Purchase Orders  
Update various databases  
Receives, sorts & routes mail, maintains & routes publications while communicating with the messenger service  
Co-ordinate inter office deliveries  
Allocate clients jobs and check requests  
Inputting Postage Checks Allocation  
Answering Multiple Phone Lines /Customer Queries  
Screening President and Senior Management Calls  
Performs other clerical duties  
Maintains fax machines, assists users, sends faxes, retrieves & routes incoming faxes  
Scanning confidential documents for the President of company and compiling PDF files  
Co-ordinate schedules  
Reason for Leaving :  
The company moved location and was too far to travel

Company Name :  
Good Shepherd Alliance  
Type of Industry :  
NGO  
Period of Employment :  
January 2012 - July 2012  
Position :  
Supervisor  
Duties :

Managed merchandise in projects and monitored all store operations.  
Trained staff in managing store and supervised work  
Established good working relationships with customers  
Monitored merchandise and maintained high standards for products  
Determined changes to be made on show windows to make store more attractive  
Assisted management in selecting appropriate candidates  
Developed marketing strategies to generate more sales  
Executed close out process on cash register and prepared bank deposit slips for store  
Reason for Leaving :  
Contract ended.

Company Name :  
Bio Green Inc.  
Type of Industry :  
Irrigation  
Period of Employment :  
March 2011 - November 2011  
Position :  
Administrative Assistant  
Duties :

Provided administrative duties/secretarial support for the CEO  
Answering a high volume of incoming calls  
Scheduling of 20 technicians on client base CEO program  
Kept records of enquiries, complaints and comments as well as action taken  
Checked to ensure that appropriate changes were made to resolve customer problems

Prepared and mailed invoices  
Created highly effective organizational filing systems including quick and thorough indexing, filing offsite storage, resulting in easy access to critical information and streamline function  
Reason for Leaving :  
Seasonal work

Company Name :  
KBR Houston  
Type of Industry :  
Logistics  
Period of Employment :  
Executive Assistant  
Position :  
November 2005 - November 2011  
Duties :

Provided discreet administrative & secretarial support to Director of Logistics  
Compose & type correspondence, memos, presentations and confidential material  
Plan, book and managed travel arrangements  
Produce meeting agendas, presentations and other material for assigned executives  
Performed administrative duties including faxing, copying, scanning, ordering supplies etc.  
Research and compiling information  
Draft and independently prepare internal communications, legal documents including edits and Power point presentations  
Record Management - electronic and paper  
Oversee relationships with outside vendors  
Generate and distribute weekly, monthly and other reports  
Managed calendar and appointment setting for managers  
Arranged travel & accommodation for Director & Senior Management - Overseas travel  
Reason for Leaving :  
Position was based in Kuwait and she travelled between Kuwait and USA which became exhausting

Company Name :  
Touchline Media Inc.  
Type of Industry :  
Advertising  
Period of Employment :  
July 2003 - November 2005  
Position :  
PA to Editor / Office Manager  
Duties :

Provided administrative duties for the Editor and editorial staff  
Performed calendar management, overseas communications and dictation of publishing agendas  
Coordinated media events, photo shoots, contracts and layout production  
Performed bookkeeping and accounts payable functions  
Conducted market research and prepared presentations  
Planned & supervised all travel arrangements including: Air travel, ground transportation and accommodation  
Effectively managed all important telephone calls - collected and sorted mail  
Liaison with other staff regulatory authorities, suppliers and clients

Maintaining & enhancing the working environment of the department  
Producing board meeting papers, agendas and facilities for meetings  
Responsible for stationery acquisition, periodicals and subscription  
Involved in recruitment, budgets and account & managing junior staff & HR issues  
Reason for Leaving :  
Decided to relocate to USA with her husband who was from America

MPC Recruitment Group | [Insert Consultant's Name Here]  
[Insert Position Applied For Here] | [Insert Applicant's Name Here]  
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■Candidate Name ■|■Annabelle Cupido XE  
■MPC Consultant Name ■| ■Colleen Stevenson (021) 552 8048