

Lerato Coetzee

Personal Details

Address: 94 Main Street, Marshalltown,
Johannesburg, 2107
Phone Number: 082 304 3488
Email Address: coetzeeceline994@gmail.com
Nationality: South African
Race: African
Gender: Female

Profile

Passionate smart working individual, looking to make a name for herself. I am very good and patient with people, I respect boundaries, opinions and I am constantly looking to better myself. I find joy in bringing out and celebrating different perspectives on different situations. I am open minded and lead by my principles and values. In everything I am involved in, my aim is to give it my maximum effort and be the best, and at the same time a fair team player. I firmly believe that beautiful moments only come once and a collection of those moments mixed with lessons build a quality life.

Skills

- | | |
|-----------------------|-------|
| ● Communication | 10/10 |
| ● Leadership | 9/10 |
| ● Organizational | 10/10 |
| ● Problem solving | 8/10 |
| ● Collaboration | 8/10 |
| ● Adaptability | 7/10 |
| ● Conflict resolution | 10/10 |
| ● Interpersonal | 10/10 |
| ● Critical thinking | 10/10 |
| ● Customer service | 8/10 |
| ● Sales | 10/10 |

Employment History

- Erries (Ermelo Hoërskool temporary restaurant)

Job Title: Waitress
Start Date: March 2016
End Date: March 2019

- Bahale Codes Software

Job Title: Administration and Business Analysis
Start Date: 01 October 2020

Lerato Coetzee

End Date: 01 September 2022

Duties:

- ◆ Maintaining relations with costumers on behalf of the company.
- ◆ Following up on document processing between the company and the clients.
- ◆ Setting up meetings between clients and the company.
- ◆ Following up on task completions with the development team.
- ◆ Negotiating quotations to clients and setting up payment plans if needed.
- ◆ Translating business requirements to software developers.
- ◆ Testing and ensuring quality for the end user.

Education

High School:	Ermelo Hoërskool
Start Year:	2014
End Year:	2018
Passed Subjects:	Afrikaans (HL), English (FAL), Maths' Lit, Life Orientation, History, Geography, Life Sciences,
University:	University of Johannesburg
Degree:	B Ed in Senior Phase & FET Teaching
City:	Johannesburg

References

Mr. T.M. Mponya	
Company:	Bahale Codes Software
Phone:	064 440 6016
Email:	mollo.t.mponya@gmail.c