

Curriculum Vitae

Of

Cassidy Romario Lawrence

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ID Number: 9807085148087
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Physical Address: 30 Spreeu Street, Rocklands
Mitchells Plain
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7798

Qualification: CISCO IT Specialist
Institution: College of Cape Town
Year: 2021
Subjects/Modules:

- **CCNA1: Introduction to networks**
 - Understanding and building simple local area networks (LAN).
 - Understanding and performing basic configurations for routers and switches.
 - Understanding and implementing IP addressing schemes.
- **CCNA2: Switching, Routing and Wireless Essentials**
 - Ability to perform basic configurations and troubleshooting.
 - Identifying and mitigating security threats in LAN networks.
 - Wireless local area networks(WLAN) , basic configurations and security.
- **CCNA3: Enterprise Networking, Security and Automation**
 - Configuration and troubleshooting of enterprise networks.
 - Identifying and protecting against cybersecurity threats.
 - Understanding controller-based architecture and how network automation is enabled through the use of application programming interfaces (APIs).
- **ITE:**
 - Fundamentals of computer(PC) software and hardware.
 - The advanced concepts such as security and networking.
 - Understanding the responsibilities of an IT professional.
- **HUAWEI HCIA Routing&Switching:**
 - Fundamentals of networking, basic connections and construction of networks.
 - Troubleshooting networking faults
 - Basic configuration and maintenance of networks.

Qualification: Business Administration Level 3
Institution: Siyaya Skills Institute
Year: 2019 - 2020
Subjects/ Modules:

- **Business Administration Level 3**
 - Knowledge, skills and insight in the areas of Reception, Executive Administration, Financial Services and Banking.
 - Implement and monitor administrative procedures and systems
 - Utilise technology to produce information

Qualification: Business Administration Level 2
Institution: Siyaya Skills Institute
Year: 2018 - 2019
Subjects/ Modules:

- **Business Administration Level 2**
 - Administrative task such as managing information, organising travel and support events
 - Behave in a professional manner in a business environment
 - Understanding of employee basic rights

Highest Qualification: National Senior Certificate
Institution: Rocklands Secondary School
Year: 2016
Subjects: English
Afrikaans
Mathematics
Physical Sciences
Life Sciences
Geography
Life orientation

- Basics in Organisational Development
- Emerging Leaders Programme
- Fundraising for Beginners

- Microsoft Word (Advance)
- Microsoft Excel (Intermediate)
- Internet (Advance)
- E-Mailing: G-mail (Advance)
- Pastel 14 (Intermediate)

- Excellent typing skills.
- Proactive and self-motivated
- Ability to work unsupervised, in groups and individually
- Ability to work overtime and weekends
- Excellent interpersonal skills and work ethics
- Ability to adapt easily and work under pressure
- Organized, and able to see tasks through to completion.
- Ability to meet deadlines and maintain confidentiality

Company: Disabled People South Africa (DPSA)
Duration: March 2019-February 2020
Job title: Business Administrator and Junior Finance Clerk
Duties:

- Assisting in administrative duties such as answering calls, faxing, scanning, and making copies.
- Filing and sorting of records
- Ensuring filing systems are kept up-to-date
- Reconciliation of cash books
- Setting up of computers within the workplace
- Assisting staff with the use of word applications such as Ms Word and Excel
- Working in various departments such as: Human Resource Management Department, Finance Department and Reception.
- Assisting staff and clients with disabilities.
- Researching, sourcing and booking venues.
- Assisting with recruitment of learners.
- Handling learner enrolment contracts

Company: Pep Stores Promenade
Duration: July 2017- February 2018
Job title: General Assistant and Sales Consultant

Duties:

- Assisting customers with general enquiries, location of products and request
- Assisting in various departments such as Kids, Shoes, Ladies Department, Cellular Department and bedding department, etc.
- Packing shelves continuously
- Ensuring stock was available and packed
- Pricing and labelling products
- Ensuring the store room was clean and partaking in stock taking
- Keeping the workplace neat and tidy at all times.
- Assisting with security service at the door
- Providing effective support to manager and supervisor
- Collection of money from banks
- Ensuring the correct amount of money was collected and provided to managers
- Relieving staff from their duties and stations
- Creating showcases and display walls
- Assisting and activating cell phones
- Providing clients and staff with professional and friendly support

Name: Mr Darlington Hove
Company: College of Cape Town
Contact details: 073 732 6891

Name: Mrs Tembisile
Company: Siyaya Skills Institute
Contact details: 073 361 7630

Name: Christabella Zenzille
Company: Disabled People South Africa Head Office
Contact Details: 065 164 9642 / 076 837 3848

Name: Zola
Company: PEP Stores
Contact details: 084 343 6544 / 0213762060