



CHLOE SMITH

ABOUT ME

As a post high school graduate, I bring a unique blend of skills and qualities to any team or project. I thrive in collaborative environments, working seamlessly with others to achieve common goals.

My strong time management skills ensure that I meet deadlines efficiently. I am a self-starter, always eager to take initiative and explore innovative solutions. With a knack for thinking outside the box, I bring fresh perspectives to problem-solving. Equally, I am capable of working independently, maintaining a task-oriented approach to achieve objectives. Overall, I am a versatile and dedicated individual ready to contribute my skills and passion to any endeavor.

CONTACT

☎ 078 052 8689

✉ chlsmi040904@gmail.com

📍 Cape Town, South Africa

EDUCATION

High School

2018 - 2022

Wynberg Girls' High School

Cape Town, South Africa

EXPERIENCE

Life Choices Academy

2024 - present day

I'm in a web development course focused on providing practical skills for both front-end and back-end technologies like HTML, CSS, JavaScript, and frameworks. I'm also learning about responsive design, database management, and version control systems. This hands-on approach helps me craft modern, user-friendly websites that meet industry standards.

- Collaboration
- Problem-Solving

Events Place

2020 - 2024

Helped out with many events ranging from private parties, weddings and corporate events.

My duties included:

- Waitressing
- Managing junior staff/ waiters
- Venue setup
- Styling and conceptualising
- Managing hiring inventory
- Creating displays
- Child minding

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REFERENCES

Damian Enslin;

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Grace Jansen:

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- Facilitating activities for team building
- Digital design work for weddings and private parties
- Co hosting / welcoming guests
- Managing registration area
- Administration of google documents
- Procurement

BNI

2023 - 2024

A member of BNI chapter Intrepid. Leadership positions in BNI Intrepid include:

- Social Media Manager
- Visitor Host

ARCC

2022- 2023

Construction company where I did an internship for 5 months.

My duties included:

- Quantifying,
- Contacting multiple suppliers
- Measuring up of different types of building sites.

ACHIEVEMENTS

Leadership

- Matric Leader: 2021-2022

Organized events, managed different charity drives, maintained a friendly atmosphere and ensured discipline.

- Head of Squash: 2021-2022

Lead representative for Wynberg Girls' Squash team.

Level 1 First Aid

2022

- Qualified for level 1 first aid.

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INTEREST



Engineering



Information
Technology



Art



Music



Sports