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# MR JAMES HILTON YOUNIE

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**Gender:**

Male

**Nationality:**

South-African

**ADDRESS:**

3 Howick Road, Townhill,  
Pietermaritzburg, 3201, South Africa

**DoB:** 26.07.2004

**Drivers' License:** Yes (Code B)

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## OBJECTIVE

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*By combining my knowledge gained both in the classroom and through work experience, as well as my positive attributes namely: loyalty; dedication; enthusiasm, add value to any institution when afforded the opportunity to do so.*

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## ABOUT ME

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In 2021 I was elected Deputy Head boy of 2022 at Voortrekker High School. In the year 2022 I was awarded with Academic Honours, with distinctions for 5 subjects namely: Computer Applications Technology (CATN); English First Additional Language; Afrikaans Home Language; Dramatic Arts and Life Orientation. I also received the Best Practical Learner Award for CATN, with an average of 93%. I am able to speak, read and understand both English and Afrikaans fluently. I am enthusiastic and always ready to learn, with a positive attitude towards every task assigned to me. I am friendly and charismatic in nature and possess the ability to creatively find solutions to complex problems. I am currently studying Software Development at Information Technology Certification Academy (ITCA). At the end of 2022 I was offered a campus position as a marketing intern for Voortrekker High School, Gert Maritz Primary School, and Siembamba Pre-primary for 2023 which I gladly accepted. In June 2023 I was offered an Executive/Administrative Assistant position for a brokerage called Consult Worx. It was a great opportunity for growth, as I would be using my knowledge on Microsoft Office to technologically and administratively assist my co-workers.

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## PERSONALITY TRAITS

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- Willing to learn.
  - Patient
  - Organised
  - Attention to detail
  - Performs well under pressure
  - Compassionate
  - Positive attitude
  - Charismatic
  - Enthusiastic
  - Motivated
  - Punctual
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## REFERENCES

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- Mrs Amanda Oosthuizen  
Tel: +279 529 6689  
E-mail:  
oosthuizen.a@voortrekkerpmb.co.za
  - Mrs Sharon Jansen Van Vuuren  
Tel: +2782 366 1662  
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  - Mrs Cherise Stay  
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## WORK EXPERIENCE:

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- Campus Marketing Intern at Voortrekker High School, Gert Maritz Primary school, and Siembamba Pre-primary School since the 12<sup>th</sup> of January 2023.
  - Junior Administrative assistant since the 3<sup>rd</sup> of July 2023
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## EDUCATION

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- Voortrekker High School – Pietermaritzburg –Matriculated 2022
    - Subjects: Afrikaans (74%), English (82%), Mathematics (61%), Life Orientation (85%), Computer Applications Technology (84%), Dramatic Arts (83%), Engineering Graphics and Design (65%)
  - ITCA – Pietermaritzburg – Ongoing
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## ACHIEVEMENTS

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- Deputy Head boy of 2022
  - Swimming Captain of 2022
  - Received Top Practical Learner prize for Computer Applications Technology with an average of 93%
  - Honorary Colours for Academics
  - Full Colours for Drama
  - Half Colours for Funk(dance)
  - Merit Awards for English (FAL), Afrikaans (HL), Computer Applications Technology, Dramatic Arts
  - Half Colours for Hockey
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## COMPUTER LITERACY

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### **Proficient in:**

- Microsoft Office: Word, Excel, Access Database
  - CANVA (Design tool)
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