

# Ilze Weldon

**Location:** Potchefstroom  
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## Profile

An enthusiastic, flexible individual with exemplary computer skills, eager to build a career while continuing university studies.

I'm a friendly individual who works well with others. I'm a quick learner with proven knowledge on computer handling and software skills. I'm research-driven, highly organized, and able to work under pressure and keep calm in stressful situations. I would be a great asset with my excellent communication skills and enthusiasm.

## Skills

- Communication
- Quick learner
- Flexible
- Good work ethics
- Highly Organized
- People skills
- Multitasking
- Teamwork and support
- Self-motivated
- Valid driver's license and vehicle

## IT skills

- Proficient with Microsoft Office (Excel, Access, Word PowerPoint)
- Social media knowledge
- Advanced computer handling
- Programming

## Languages

Fluent in

- English
- Afrikaans

## Hobbies and interests

- **Dungeons & dragons:** As a Dungeon master I am running a campaign Weekly online.

## Experience

### Waiter and Bartender

#### Happy Hooker Pub and coffee shop

October-November 2021

### G&T Potchefstroom

November 2021-Currently

#### Responsibilities:

- Directing customers to appropriate tables
- Taking food and beverage orders and making recommendations when requested
- Pouring and mixing drinks
- Serving orders and checking customer needs

### Remote Online Marketing

#### Something else proprietor

May 2021 - currently

Volunteer marketing and selling refurbished and 2nd hand furniture for a small business.

#### Responsibilities include:

- Posting advertisements and marketing online (Facebook, Gumtree)
- Maintaining the business Facebook page and email.
- Assisting customers with purchases and queries.
- Recommending products to customers

## Education

### North West University Potchefstroom

#### Bachelor of Science in Information Technology

2018 – Graduating in December 2022

Expecting to do Honours in 2022

### Hoërskool Brandwag Benoni

2013 – 2017

National Senior Certificate

Matric Exemption: Bachelor's degree