Ilze Weldon

**Location:** Potchefstroom

**Contact:** 0810434853

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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.

# Experience

# 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.

**Waiter and Bartender**

**Happy Hooker Pub and coffee shop**

October-November 2021

**G&T Potchefstroom**

November 2021-Currenlty

**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 202

Expecting to do Honours in 2022

#### **Hoërskool Brandwag Benoni**

2013 – 2017

National Senior Certificate

Matric Exemption: Bachelor’s degree