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| jason viljoen  64 Karneool street Hillview · 0619944038  Jcgviljoen51@gmail.com |
| I am looking to be the best that I can be in your company and try and make a difference in benefit of my work. The objective is to learn as much as I can the work place and upskill my self for all future endeavors’. |

# Experience

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| january 2019 – december 2019zlto administrator, ywap I was partially In charge of selling the zlto app to young people along with capturing data. I also helped where ever helped was needed, like looking after kids when they came to the facility, making sure they had something to do. October 2020 – march 2021ipeople administrator, icollege It was my responsibility to help students with online tasks that needed to be done, taking care of any technical queries that would arise, making sure that the overall stats for the colleges i-people tasks completion was good and meeting targets set out by head office in a short amount of time. I also took care of any other duties that the manager would ask me to do june 2021 – december 2021intern, western cape government (community arts connect) I was recruited along with other young people, because of my music and performance background, to create and administer community based outreaches for other young people. I did arts performance as well as having to take initiative in certain areas for my music like having to learn new songs and reinventing it for it to sound original by gathering various data within the specific community. june 2021 – january 2022Administrative intern, District 6 Clinic My duties included: Screening, registering of patients, Que marshalling, Creating folders on the system and assisting patients as best I could along with educating them on certain aspects of our services. I also administered training on two different clinic systems. While I was there I coordinated the “recruiting for vaccination” gig. I captured data and did the back capturing for the vaccination team along with doing stats. I captured the positive and negative covid results in the covid ward. january 2022 – december 2022yes programme intern, cakes and bakes by astrid My duties included: Prepping ingredients, following recipes, dishing and placement of dishes and desserts, delivering dishes and cakes, general housekeeping, washing dishes, cleaning wherever needs to cleaned sorting out fridges and cupboards, speaking to clients, creating advertisements, capturing data. |
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# Education

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| november 2016nsc, kuils river technical highschool |
| june 2022AWS bootcamp, RlabsNovember 2021data analyst foundation, google/ courseramay 2021Introduction to teaching english as a second language, alisonDecember 2019I.T A+, icollegeFebruary 2023Tefl, teachers record |

# Skills

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| * Strong communication skills * Tech savvy * Computer Maintenance * Following recipes * Following instruction * House keeping | * Driver (code 08) * Familiar with software testing * To work under a pressurized environment * Teaching music (guitar and piano) * Familiar with MS office * Sales * Phone etiquette |

# About myself

In high school I started my own small music school of about 5 students, I would give them lessons once a week and I made a small income from that. I put my family in high regard, putting there needs before myself. The concept of teamwork stands out for me, I understand that in a company setup we all need to work together and do our jobs to make sure that the company would thrive, and that is the most important part, to bring the company up in the business ranking of society. If the business prospers then so would all of its employees and workers, that is the ultimate goal. We can only try our best to make sure our goals are reached and when we fall, we must try and pick ourselves up so that we never lose

# Refernce

Name: Miss

Surname: Fadzai

Contact details: 064 202 9810

Position at company: I.T Facilitator/ Supervisor

Company: iCollege

Name: Dr. Shubha

Surname: Bhat

Contact details: 071 191 9898

Position at company: Dentist

Company: District 6 CDC

Name: Darrel

Surname: Scheffers

Contact details: 0730951143

Position at company: Overseer

Company: Community Arts Connect

Name: Astrid

Surname: Roberts

Contact details: 072 747 6709

Position at company: Founder

Company: Cakes and Bakes by Astrid

Name: Donnovan

Surname: Wenn

Contact details: 062 214 5193

Position at company: Founder

Company: YWAP

Curriculum vitae

of

jason viljoen