

Contact

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Top Skills

Project Coordination

Employee Training

Talent Management

Languages

Afrikaans (Professional Working)

English (Native or Bilingual)

Certifications

HR Roles in the Modern Workplace

Jamie-lee Moment

HR Manager & Recruiter at NewGmedia with HR Certification and People Management expertise

City of Johannesburg, Gauteng, South Africa

Summary

"Passionate about making a difference in people's lives through effective communication and empowerment.

As a seasoned HR and Recruitment professional, I've discovered that my true calling is being a catalyst for positive change in individuals' careers. I'm dedicated to helping newcomers find their first job, guiding career transitions, and empowering everyone I encounter to achieve their fullest potential.

Communication is my superpower, honed through diverse experiences across various industries. Effective communication is the cornerstone of leadership and business success, and I'm committed to teaching this invaluable skill to others.

In the world of recruitment, I serve as a bridge between candidates and hiring managers, enabling candidates to showcase their true potential. I've become a voice for those who may struggle to believe in themselves, providing confidence, guidance, and unwavering support.

In HR, I've had the privilege of witnessing the entire career journey of individuals, fostering their growth and development. My own experiences as a parent have taught me that communication is the key to resolution and growth, and advocating for others is a powerful way to effect positive change.

Join me on this journey of transformation and empowerment. Let's connect and explore how we can make a meaningful impact together."

Experience

NewGmedia

HR Manager & Recruiter

February 2022 - Present (2 years 7 months)

City of Johannesburg, Gauteng, South Africa

Carter Bailey

Business Development Manager

January 2017 - January 2021 (4 years 1 month)

New York, United States

Newswise

Social Media Manager

February 2019 - August 2019 (7 months)

Delene & Co

BUSINESS COACH AND OPERATIONS MANAGER/PEOPLES
MANAGER- REMOTELY WITH SOUTH AFRICA MAY 2016-
CURRENT

May 2015 - January 2017 (1 year 9 months)

South Africa

C.B SA

Owner

January 2013 - January 2017 (4 years 1 month)

Johannesburg Area, South Africa

Consulting agency.

Infinite Universal Enterprises

Executive Assistant- Infinite Music/Communications Director

January 2016 - 2017 (1 year)

Sandton

Supermarket & Retailer - Wholesale Business

Head of Finance /Circulations Manager

May 2013 - July 2014 (1 year 3 months)

Customer relations –communicating with customers in person, telephonically
or via e-mails

- Production:- Providing Instructions, Ensuring that the printers follow through with Instructions
- Circulation

- Data Handling
- Debtors/Creditors
 - Pastel
- Market researching
- Making of tea and coffee
- Sourcing for new suppliers
- Organising meetings and ensuring that everything is set up correctly
- Taking of notes and messages
- Office Management
- Developing schedules, registration forms, daily registers, Data Extraction
 - ABC Preparation and Submission
 - meeting co-ordination and project/program support
 - Stock Take
 - File Maintenance and Clerical duties
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Education

University of Johannesburg

Bachelor of Arts (B.A.), Fashion/Apparel Design · (2013 - 2013)

National School of the Arts

· (2007 - 2011)