

Jenny Buys

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ZA Nationality: South African

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🚗 Driver's License: Code 8 (B)

🗨 Languages: English & Afrikaans

PROFESSIONAL SUMMARY

Enthusiastic and hardworking BSc IT student with a strong foundation in programming, software, and admin operations. Demonstrates excellent communication, organizational skills, and a passion for learning. Experienced across IT support, purchasing, teaching, and customer service roles. Looking to grow within a dynamic organization where I can contribute and continue to develop professionally.

EDUCATIONAL BACKGROUND

North-West University

BSc in Information Technology – Currently in 3rd Year

Balfour Combined School

Matric Certificate (2017)

- Mathematics – 81%
- English FAL – 71%
- Afrikaans HL – 67%
- Engineering Graphics & Design – 73%
- Life Orientation – 79%
- Life Sciences – 65%
- Physical Sciences – 62%

COMPUTER & TECHNICAL SKILLS

Programming Languages: C, C++, Java, C#

Software & Tools: Siemens NX 10, Sage 300, Netstock, Microsoft Office (Advanced)

Other: File maintenance, online teaching platforms

EMPLOYMENT BACKGROUND

SAERC

Admin and IT Assistant | June 2024 – Present

- Provide administrative support and assist with IT-related tasks
- Help manage documentation, schedules, and basic system maintenance

GR Landmark & Voere

Junior Buyer | December 2022 – June 2024

- Assisted in sourcing and purchasing inventory for the business
- Maintained supplier relationships and tracked stock levels

Heidelberg Club

Waiter | April 2021 – November 2022

- Delivered excellent customer service in a high-paced hospitality environment
- Handled orders, served food and beverages, and ensured customer satisfaction

Nova Life

Telesales Representative | April 2019 – September 2019

- Conducted outbound sales calls and promoted insurance products
- Met sales targets and maintained customer records

Saving Grace Online School

Grade 6 Teacher | June 2020 – December 2020

- Delivered online lessons and managed student progress
- Created lesson plans and assessments for virtual instruction

Freelance Tutor

Private Tutor (Grade 7 & 11) | June 2017 – December 2020

- Tutored Mathematics and Engineering Graphics and Design subjects to learners
- Helped students improve their academic performance and study habits

ACHIEVEMENTS/ AWARDS

Leadership Roles:

- Deputy Head Girl – Balfour Combined School (2017)
- Deputy Captain – Hockey Team (2017)
- Captain – National Youth Show Team (2017)

Academic Excellence:

- Best Mathematics & Best EGD Results – Class of 2017
- Performance Clothing for Academic Excellence (Grades 8–12)
- Ranked 2nd in Top 10 (Grades 8–9)

Extracurricular Recognition:

- National Youth Show Participant and Captain
- Recognized for outstanding leadership and performance

REFERENCES

Heidelberg Club – Vicky: 076 960 0808

GR Landmark & Voere – Talita Harmse: 068 180 2044

SAERC – James Buys: 082 469 5920

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge.