

CURRICULUM VITAE

Name: Luigina Argentin

Profession / Training: Present : Junior Software Developer

I am currently self studying HTML, CSS, Bootstrap and JavaScript

Email Address: luigina.argentin@gmail.com

Education:

High School

Completed High School in 1978

Additional Courses and Training

Level 1 first aid and CPR for Adults Children and Infants

Learn to Swim

Coaching Swimmers

Tutoring - training students to become swimming instructors

TEFL - Teaching English as a Foreign Language

Reiki Masters

Beauty Therapy

Employment / Experience Record:

Vicenza Veneto Italy

July 2021 to present

Swimming Instructor

Duties

Teaching Toddlers to Adults to swim

August 2022 to present

Bus Monitor USA Children School buses

Duties

Making sure children are safe and secure during their transport to and from school.

Johannesburg South Africa

September 2014 - February 2020

Opened a Montessori Nursery with my Daughter.

I have since sold my share of the nursery school and swim school business to my daughter. The school caters for the age group of children 3 months to 6 years.

Duties

Provided a transport service to various children of the school

Filled in for teachers when needed

Cooked breakfast lunch and snacks for approximately 80 children attending school

Managed a staff of 6 teachers 6 assistants teachers, cleaning staff and groundsman

Administered all Invoices, Statements to trial balance on Pastel

Accounting System

Processing all accounts for the business

Accounts to Balance Sheets for Chartered Accountant to sign off for Tax purposes

Payroll on Sage Pastel Payroll for my staff

Answering telephone calls and dealt with Clients and new enrolments

September 1999 - April 2020

Opened a Swimming School in September 1999 and was active until March 2020

Duties

Taught Babies from the age of 6 months to Adults to swim

Provided transport to Nursery and Primary Schools for the learn to swim programme

Invoicing and Accounts

Trained High School Scholars to Tutor swimming

January 1983 - June 1999

Opened a Beauty Salon and ran it for approximately 15 years.

Duties

Manicures and Pedicures

Facials

Waxing

Therapeutic Massages

Knowledge and Skills

Languages:

	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Italian	Basic	Basic	Basic
Afrikaans	Good	Good	Good

Knowledge of Computer, Accounting, Office:

Microsoft Office
Pastel Accounting System
Pastel Payroll
General Office Management and Running
Reception and Answering Phone calls
Customer liaison
Dealing with queries
Ability to work without supervision
Ability to work as part of a team
Can prioritise tasks
Attention to detail and Accuracy

Personal Attributes:

Positive attitude
Confident
Will always go the extra mile
Eager to learn and try new skills
Fast learning skills to new programs
Adaptable to any situation
Ability to cope and work under pressure
Punctual and reliable
Ability to multitask and manage conflicting demands
Resourceful
Friendly and approachable
Compassionate
Responsible
Proactive
Trustworthy and dedicate

Certification:

I, the undersigned, certify to the best of my knowledge and belief, that this data correctly describes me, my qualifications and experience.

Luigina Argentin