
Mieta Brown

0712368872 | mieta.brown@gmail.com
35 Georgia Crescent Cosmo City Roodepoort 2188

30 March 2022

Dear Hiring Manager

I am interested in the Specialized Client Liason position as advertised by your organization. The requirements closely match my educational background and past experience. Hereby, I have enclosed my resume to provide detailed information on my qualifications and skills for your review.

I acquired the following skills in the past years that i think may be useful in the position advertised:

- Telephone Etiquette
- Email and responding to clients queries
- Working with Microsoft suite
- Good communication skills

With an urge to work both independently and well, in a team; I am positioned to exceed your expectations. I would look forward to hearing from you and more details. I thank you very much for your time and consideration.

Yours sincerely,

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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization and self growth

EXPERIENCE

March
2020 -
September
2020

- **Cartrack**
Technical Scheduler
Telephonically scheduling appointments between clients and Technicians to have tracking devices installed. Responding to clients query emails

EDUCATION

2012

- **Brooklyn City College**
IT End User Computing NQF3
Competent

2022

- **Girlcoder**
Web development Boot camp
Competent

SKILLS

- Microsoft
- Outlook
- Call center

PROJECTS

- **Community Based Project Computer Literacy**
A project for my second year module where i was teaching basic computer skills to high school learners

REFERENCE

- **Jozenio Draai - "Cartrack"**
Team Supervisor
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- **Adent Ngobeni - "eCOGRA"**
Team Manager
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