

Stefan Paetzold Jeffreys Bay, Eastern Cape 6332
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Summary

Highly motivated and adaptable third year BSc in IT student with a strong foundation in customer service, administration, and customer handling, seeking opportunities to apply transferable skills in a dynamic IT environment.

Proven ability to communicate effectively, multitask, and manage responsibilities with an eye for detail. Eager to combine academic knowledge and practical experience to contribute innovation in projects and grow within the technology sector.

Willing to relocate for suitable career opportunities.

Education

National Senior Certificate in High School

Global Leadership Academy - Jeffreys Bay,
Eastern Cape January 2018 - December 2020

Bachelors of Science in Information Technology
North-West University - Potchefstroom, North
West January 2023 - Present

Currently pursuing a comprehensive Information
Technology degree, building foundational

knowledge in programming, systems design, and technology.

Work Experience

Secretary Geraldine Glennie Physiotherapists Inc. - Jeffreys Bay, Eastern Cape December 2019 - January 2020

Managed comprehensive front-desk operations, including scheduling appointments, handling communications, and assisting patients.

Processed payments accurately and maintained organized patient records, ensuring data integrity.

Ensured accurate completion of administrative forms, demonstrating strong attention to detail and compliance.

Pet Sitter Jeffreys Bay, Eastern Cape

January 2022 - Present

Managed daily care and well-being of pets, demonstrating reliability and adherence to specific instructions.

Maintained household integrity, including cleanliness, and basic property management, ensuring owner peace of mind.

Developed strong organizational skills and a high degree of responsibility in an unsupervised environment.

Waiter The Mexican - Jeffreys Bay, Eastern Cape
January 2022 - February 2022

St Francis Brewing Co - Saint Francis, Eastern
Cape

January 2021 - December 2021

**Infood - Bakery & Deli - Jeffreys Bay,
Eastern Cape **

December 2020 - January 2021

For all Waiter roles:

Provided exceptional customer service,
greeting guests and ensuring a positive
experience.

Efficiently managed orders, payments, and table
service in fast-paced/high stress
environments.

Maintained cleanliness and organization of
dining areas, contributing to operational
efficiency.

Honed communication, multitasking, and
problem-solving skills through direct customer
interaction.

Skills

Technical Skills: Coding, Microsoft Office
(Word, Excel, PowerPoint), POS (Point of Sale)
Systems
Soft Skills: Customer Service,
Communication (Verbal & Written),

Multitasking, Problem-Solving, Adaptability,
Reliability, Detail-Oriented, Strong Work
Ethic, Desire to learn

Administrative & Practical Skills: Filing,
Cashiering, Cash Handling, Stocking,
Administration, Driving, Wood Work

Certifications and Licenses

National Senior Certificate

Driver's License