**CURRICULUM VITAE FOR ERICA RUDOLPH**

**BELASTING NOMMER / INCOME TAX NUMBER: 1014521155**

**Personal Information**

Name: Erica Rudolph

Address: 01 Seueby Street, Hawston, 7202

Telephone: + 27-78-735-4679

Date of Birth: 19 JULY 1987

Identity Number: 8707190084089

Marital Status: Married

Health: Excellent

Languages: Afrikaans, English

E-mail: [ayrtonbc017@gmail.com](mailto:ayrtonbc017@gmail.com)

Employment Status Unemployed

**PERSONAL PROFILE**

I am a hard-working person with high regard for integrity and quality within my work. I always do my work to the best of my ability and have a high level of attention to detail. I consider myself to think out of the box and being very creative when it comes to work so that any requirement becomes a reality. My first choice is always my ability to strive through good values.

**EDUCATIONAL QUALIFATIONS**

1.1 SECONDARY EDUCATION:

Highest grade Passed: Grade 12, Senior Certificate, 2005

School Attended: Swellendam Secondary School

1.2 Additional Training Courses:

Institution Attended: AAT

Year: 2011

Qualification Obtained: Local Government Accounting

1.3 Additional Training Courses:

Institution Attended: Clicks Retailers

Year: 2021

Qualification Obtained: Beauty Basics

1.4 Additional Training Courses:

Institution Attended: Clicks Retailers

Year: 2021

Qualification Obtained: Visual Merchandising

1.5 Additional Training Courses:

Institution Attended: Tourism Enterprise Partnership (TEP)

Year: March-October 2008

Qualification Obtained: Human Resource Management, Marketing Management, Business Strategy & Financial Management

**Employment History**

**Name of firm: Swellendam Pep stores**

Period: 2005-2006

Position: P27 Cashier & Sales Assistant

Duties: Working on the till, helping on the shop floor merchandise

Clothes, doing promotions.

Reason for leaving: Better work opportunity (Municipality)

**Name of firm: Swellendam Tourism Office**

Period: 2006-2009

Position: General Assistant Tourism

Duties: Answering Telephone enquiries

Handling bookings, accommodation, bus tickets,boat trips

**Name of firm: Swellendam Municipality**

Period: 2010

Position: Admin Clerk

Duties: Housing, reception, bookings, complaints, filing, handing

Over of HOP houses, registration of deeds, dealing

Directly with human settlements department.

**Name of firm: Swellendam Municipality**

Period: 15/12/2011-13/01/2012

Position: Secretary Community Services

Duties: Switch board operator, managing directors schedule,

Complaints, doing quotations for work, tender meetings,

Bookings for the 2 town halls, wage schedules for

Casuals. General office duties, coordinating functions,

Travel arrangements and meetings, managing of

Stationary supplies,

Reason for leaving: Moved to Hermanus (Got Married)

**Name of firm: Hermanus Pep stores**

Period: 2016-2018 February

Position: Cashier & Sales Assistant

Duties: Working on the till, Merchandise stock, promotions etc

**Name of firm: Clicks Hermanus**

Period: 2018 March 01 till 28 January 2024

Position: Beauty Advisor

Duties: Consult with customers, Merchandise products, effective

Launch promotions, responsible to deliver excellence service

Through professional and knowledgeable advice on beauty

And skincare products.General housekeeping in order to

Build customer loyalty and maximise sales. Monitor sales,

Regularly evaluate the performance of products.

**Name of Firm: Dischem Pharmacys**

Period: 1 March 2024 till 24 July 2024

Position: Beauy Consultant

Duties: Consult with customers, do make-overs, do events, effective

Launch promotions, General housekeeping in order to build

Customer loyalty and maximise sales. Monitor sales, targets

For different skincare brands as well as fragrance brands plus

Colour cosmetics.

**References:**

James Engel Deputy Director Community Services: Swellendam Municipality

Contact number (office): (028) 514 8529

Nicolene Pep Stores Manager Swellendam

Tel: (028) 514 1655

Bianca Wessels Pep Stores Manager Hermanus Gateway

Tel: (028) 313 0194

Dr. W. B Clayton Former Director Community Services: Swellendam Municipality

Cell: 083 946 5594

Felicia Ponoane Store Manager Clicks Hermanus

Tel: (028) 313 0270

Anne-Marie Witbooi Assistant Manager Clicks Whale Coast Mall

Cell: 083 466 6517

Mildred Van Rensburg Dischem Beauty Manager

Cell: 062 321 9106 / 078 626 7129