

Tamsyn October

Curriculum Vitae

Personal



Eersteriver, 7100



Bredasdorp, 7280



074 863 7841

tamsynoctober15@gmail.com

Key skills

Interpersonal: Dependable
Determined
Teamwork
Open and Honest
Responsible

Computer: MS Word
Excel
MS Project
PowerPoint

Driving: License Code 08

Languages

Afrikaans - Advanced
English - Advanced

Other

Completed Myers Briggs
Type Indicator (MBTI) in
2022.

Objective

I am committed to utilising my acquired skills in any setting I encounter, with the aim of making a significant impact. Given the chance, I am confident that I can contribute greatly to the success of any organisation. I thrive in high-pressure situations and possess the ability to collaborate effectively with others to accomplish shared objectives. I am constantly seeking new opportunities for growth and expanding my skill set.

Work Experience

[12/2022 – Current]

Industry: Woodworths; Braai and Kaggel Wood Traders; Firgrove
Position: Manager
Duties: Manage company finances and control income and expenses, prepare monthly financial reports; Supervise inventory control; Maintain accurate documentation of sales and data in spreadsheets; Lead and motivate staff members to achieve company goals and provide excellent customer service.

Reference: Trevor October (CEO) – 076 693 9333

Project

[08/2023 – 10/2023]

Institution: Stadio Higher Education
Name: Academic Roundtable
Role: Project Assistant Manager
Duties: Led project team to achieve project success; tracked project progress; performed admin tasks and maintained project documentation; scheduled group meetings.

Qualifications

BCom degree

Study field: Project Management
Institution: Stadio Higher Education
Period: 2021 – 2023

Certifications

Courses: 1. Entrepreneurship
2. The nature of business
Company: Herotel
Completed: 2021

Education

[2019]

Institution: Bredasdorp High School
Results: Ranked 5th place with 80%