

PERSONAL INFO

ID: 29119600467

Gender: Female

Nationality: Namibian

CONTACT



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P.O Box 7141, Katutura, Windhoek

EDUCATION

- ❖ Bachelor Of Science (Biology Major)||
University Of Science And
Technology (NUST) || 2018
- ❖ Grade 12 || Jan Mohr Secondary
School || 2014

SKILLS COMPETENCIES

- ❖ Knowledge Of Microsoft (Excel,
Word, Outlook, PowerPoint And
Access)
- ❖ Hard-worker
- ❖ Disciplined
- ❖ Stick to deadlines
- ❖ Strong leadership skills
- ❖ Communication Skills
- ❖ Able to adapt to new environments
- ❖ Working with people & taking
challenges
- ❖ Honest & Reliable

Usutuaije Kouje Kazondunge

PROFESSIONAL PROFILE

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

PROFESSIONAL EXPERIENCE

Client Service Advisor/switch Board Operator Methealth Administrators || Nov 2018- Jan 2019

Duties & Responsibilities

- ❖ Screen Calls
- ❖ Meeting Minute Taking
- ❖ Filling
- ❖ Other Ad Hoc

Ecology Intern Cheetah Conservation Fund || Sept 2017-Oct 2017

Duties & Responsibilities

- ❖ Data Entry
- ❖ Camera Trapping Photo-sorting And Hotspot Camera Traps
- ❖ Surveys
- ❖ Clinic Work
- ❖ Game Counts

Casual Office Assistant Flamelily Medical Practice|| 12 -13 Nov 2014 , 17-19 Dec 2014

Duties & Responsibilities

- ❖ Answer Telephone,
- ❖ Schedule Appointments
- ❖ Update, File Patients' Medical Records

Usutuaije Kouje Kazondunge

ACHIEVEMENTS

- ❖ Awarded The Vice Chancellors'(Tjama Tjivikua) Prize In 2015
- ❖ Awarded A Certificate For Best 1st Year In 2015

LANGUAGES

- ❖ English
- ❖ Afrikaans
- ❖ Otjiherero

HOBBIES

- ❖ Biology (Especially Genetics) and anything Science-related
- ❖ Nature and anything to do with being outdoors
- ❖ Reading, Hiking And Jogging

REFERENCES



Stephanie Periquet (PhD)
Cheetah Conservation Fund
Wildlife Ecology Research
Manager
Cell: 081 459 2200
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