

## CURRICULUM VITAE – KYLE BLACKBURN

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### PERSONAL DETAILS



<b>SURNAME:</b>	Blackburn
<b>FIRST NAMES:</b>	Kyle Darrell
<b>CONTACT NUMBER DURING DAY:</b>	[REDACTED]
<b>RESIDENTIAL ADDRESS:</b>	[REDACTED]
<b>E-MAIL ADDRESS :</b>	[REDACTED]
<b>IDENTITY NUMBER:</b>	[REDACTED]
<b>DATE OF BIRTH:</b>	19 <sup>th</sup> April 2004
<b>AGE:</b>	19
<b>NATIONALITY:</b>	South African Citizen
<b>HOME LANGUAGE:</b>	English
<b>DRIVERS LICENSE:</b>	Code B

### WHO IS KYLE BLACKBURN

- Honest, organized, reliable, punctual, dedicated, customer and goal orientated.
- Passionate about gym, health, anything hands on, computers, anything technology.

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### EMPLOYMENT HISTORY

<b>NAME OF COMPANY</b>	<b>Sizzling Sticks and Bratz</b>  Table Bay Mall Berkshire Blvd Cape Farms Cape Town South Africa
<b>TYPE OF COMPANY</b>	German dine in and takeaway.
<b>PERIOD OF EMPLOYMENT</b>	20 September 2021 – 30 November 2021
<b>POSITION HELD</b>	Casual
<b>DUTIES / SKILLS</b>	Computer literate Food preparations Cashier Card transactions / Yoco Uber Eats, MR Delivery & Bolt Food Transactions Mentoring and training of new casual staff Serving customers Taking orders Daily stock counts Receiving stock Doing daily cash ups
<b>REASON FOR LEAVING</b>	Casual worker
<b>REFERENCE</b>	Herman (Business Owner) Mobile: [REDACTED] 5

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<b>NAME OF COMPANY</b>	<b>Deelish</b>
<b>TYPE OF COMPANY</b>	Catering and market sales.
<b>PERIOD OF EMPLOYMENT</b>	01 December 2021 – 20 July 2022
<b>POSITION HELD</b>	Casual
<b>DUTIES / SKILLS</b>	Food display and sale Cashier, Card transactions / Yoco Serving customers Taking orders Receiving stock Doing daily cash ups
<b>REASON FOR LEAVING</b>	Casual worker
<b>REFERENCE</b>	Sharon Fitzroy (Business Owner) Mobile: [REDACTED]

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<b>NAME OF COMPANY</b>	<b>Gadget Time</b>  Table Bay Mall Berkshire Blvd Cape Farms Cape Town South Africa
<b>TYPE OF COMPANY</b>	Retail (specialized in Technology)
<b>PERIOD OF EMPLOYMENT</b>	03 August 2022 – 20 January 2024
<b>POSITION HELD</b>	Casual (Sales Assistant)
<b>DUTIES / SKILLS</b>	Computer literate Cashier Mentoring and training of new casual staff Serving customers Stock counts Receiving stock Troubleshooting Products
<b>REASON FOR LEAVING</b>	Casual worker
<b>REFERENCE</b>	Reinhald (General Manager) Mobile: [REDACTED]

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<b>NAME OF COMPANY</b>	<b>(LIP) Landsdowne Investment Properties Group</b>  8 Gardner Williams Avenue, Paardevlei Rising 3, Unit 102, Paardevelei Precinct, Somerset West.
<b>TYPE OF COMPANY</b>	Real estate agency (Specialize in property sales)
<b>PERIOD OF EMPLOYMENT</b>	01 February 2024 – Current
<b>POSITION HELD</b>	Assistant to Real Estate Agent (Samantha Blackburn)
<b>DUTIES / SKILLS</b>	Assisting agent (Samantha Blackburn) Assisting agent's tenants and providing solutions Performing check ins and check outs Inspections of apartments Use of Excell, Outlook & Word Communication via email Scanning documents and uploading them to team members via email Managing database of tenants Taking professional photographs of apartments Editing photographs for listings (Adobe Suite) Listing properties Creating graphic advertisements (Adobe Suite) Communication to maintenance for apartment repairs Getting quotes & invoices for solutions to maintenance

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### REFERENCE

Samantha Blackburn (LIP Sales and rental Agent)

Mobile: [REDACTED]

Email: s [REDACTED]

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