Jane Doe

Student

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South Africa

I am an aspiring computer student looking to gain valuable experience in the workplace. My goals are defined within the computer industry and I look forward to furthering my career in any way I can.

SKILLS

▪ Basic Knowledge of Python Programming
▪ Computer Literacy
▪ Microsoft Office Suite (Word, PowerPoint, Excel, Outlook)
▪ Communication
▪ Active Listener
▪ Creativity
▪ Adaptability

EXPERIENCE

3@1 business centre
General worker

As a General worker, my role was to assist customers with printing or creating designs per their request. I gained experience in sales and dealing face to face with customers and how even the smallest detail can mean a lot to a specific customer. The experience was valuable as it taught me responsibility and time management skills.

Overview:

• Assist customers with printing, faxing, scanning and photocopying documents •
Assist customers with creating business cards, flyers, CV, business logos
• Assist customers with using the shops computers

• Assist customers with printing their ID photos
• Use a point of sales machine
• Keeping the shop clean
• Sending their package to other province or overseas

EDUCATION

- **Matric Certificate**
  Alberton High School

- **Certificate in the Fundamentals of Computer Science**
  HyperionDev Computer training school

HOBBIES

I am a motorcycle enthusiast and own a motorcycle myself. I am also known as the "Fixer" by my friends and family because I am the person they go to when they need any kind of assistance, I always find a solution no matter how hard the task is. I also enjoy looking at content that involves computers and how technology is changing every single day. I enjoy listening to various types of music, whether it is Kwaito, Hip Hop or even Russian music, I genuinely can say I listen to it all. I always try to strive to learn new things and gain new skills because I believe it enables you to be a well-rounded individual.