



CELINE CERONIO

PROFILE

The understanding of the need to remain flexible to support last-minute demands and changes. Comfortable in changing environments and situations, ensuring ability to remain flexible and adaptable at all times in a part time role. Strong morals and ethics ensure honesty, reliability and ability to undertake tasks responsibly and very handy, as I can do many tasks at hand and still be on track with what I am supposed to be doing. Communicative with appreciation for the different communication styles required when working with other team members or with customers. I am fluent in Afrikaans and English. I am a very active outgoing person who loves to interact with others and I am open to learn new things that come onto my path as I am a people's person.

SKILLS

- Word
- Excel
- PowerPoint
- HTML
- Access
- Intranet
- Meditech
- Espresso
- Sage ESS
- HR Focus
- Fidelity Payments
- Fidelity Merchants
- Communication with people

- Gmail
- One note
- Oribi Professional
- DCOMM interactive medical aids
- Slack
- Airtable
- Ahrefs
- Hunter.io
- Asana
- Harvest
- G-suite
- LinkedIn

WORK EXPERIENCE

RETAIL ASSISTANT

CUM BOOKS KEY WEST GAUTENG (CASUAL JOB)

DECEMBER 2020 – JANUARY 2021

Working with customers on a daily basis, helping and assisting them with their needs and problems. helping with stock take and pricing as well, and stacking and placing items on the place of the on the shelf.

RECEPTIONIST

CHIROPRACTOR PRACTICE KRUGERSDORP GAUTENG

JUNE 2021 – JANUARY 2022

Receiving visitors at the front desk

Filling in medical files

Answering incoming and forwarding calls

Ensure reception are is neat and tidy

Update calendar and book appointments

Running errands for the Dr.

Booking appointments for patients, ordering new stock as well as running a Chiropractic office as an individual.

MARKETING AND OUTREACH MANAGER

SEARCHTIDES REMOTE BASED US COMPANY

Some of my duties were to coordinate internal and external information sharing and communication with stakeholders and community-based stakeholders, Create relationships with website owners. Correspond with website owners over email. Research websites to determine whether or not our client would benefit

CONTACT

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REFERENCES

Cum Books:

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Pierre: pierre.fourie@cumbooks.co.za

Chiropractor:

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0833772628

Morné du Plessis

Search Tides:

Amy Vogel:

082 884 0118

Pathcare:

Amelia Maritz

083 404 1558

from working with them. Work on multiple campaigns simultaneously. Manage internal databases. Work cross-functionally with our technical SEO team. Provide our clients with high quality backlinks that increase their online presence.

Platforms I have used:

- Gmail
- G Suite (google docs, google sheets, etc.)
- AirTable
- Ahrefs
- Hunter.io
- Slack
- LinkedIn
- Harvest
- Asana

DEPOT ADMINISTRATION

PATHCARE WEST RAND

DECEMBER 2022 – CURRENT

My duties includes:

- Provide high quality standards
- Keep all supplies stocked up
- Determine the stock level of all items in the depot
- Adhering to specimen preparation and specimen reception procedures
- Managing the day-to-day operations of the depot
- Managing a customer base and developing plans to increase business
- Maximize growth and profitability of the company one depot at a time
- Ensuring high levels of service and make sure customers are satisfied
- Analysing turnover and profitability
- Monitoring the health and safety in the depot and of all staff
- Ensuring all files and records are filed and up to date.

EDUCATION

BACHELOR OF ARTS (PSYCHOLOGY, CRIMINOLOGY MAJOR)

UNISA (UNIVERSITY OF SOUTH AFRICA)

2019 – CURRENT

MATRIC CERTIFICATE

HOËRSKOOL NOORDHEUWEL

2013 – 2017