

Curriculum Vitae

CLAIRE DICKSON



Unit 31, Villa Cielo, Torquay Close, Parklands



076 612 8684



crdickson11@gmail.com

PERSONAL INFORMATION

Date of Birth: 16 November 1988

Location: Cape Town

Age: 35

Gender: Female

Marital Status: Married

Nationality: South African

Language: English

EDUCATION

Secondary

Institution: **Table View High School**

Grade completed: 12

Year grade completed: 2007

PERSONAL SKILLS

Office: Google Sheets, Google Word

Systems: FOH System, GAAP System, Pastel Evolution, Waves Accounting, ClickUp, Slack

PROFESSIONAL EXPERIENCE

Company: **Pulling Power Media (Pty) Ltd.**

Position: **Studio Manager**

Dates: March 2022 - Present

Town/City: Parklands, Cape Town

Reference/Contact: Kyle Puller - 082 719 5084

Duties:

- Booking calendar meetings for Director
- Ensuring the office is fully stocked with materials and perishables
- Liaising with the Paid Media Manager on studio data reports
- Signing client SOWs on behalf of the Director
- Making relevant changes to staff contracts
- Liaising with our SA and International clients
- Ensuring all suppliers are paid (COCT, QuickBooks, Slack, ClickUp)
- Ensuring all departments heads create billing cards for month end invoices
- Invoicing clients on a monthly basis on Waves Accounting
- Keeping up to date on the companies FNB finances
- Making finances transfers if need be
- Ensuring company car kms are updated regularly
- Gathering potential clients on Kickstarter
- Assisting the Director on a daily basis
- Creating client cards on ClickUp
- Liaising with the departments on Slack Comms
- Paying out of salaries and bonuses
- Organizing company events
- Ensuring company margin spreadsheets are kept up to date on a regular basis

Company: **Cash Automation**

Position: **Finance Administrator**

Dates: November 2019 - February 2022

Town/City: Stikland, Cape Town

Reason for Leaving: Personal Reasons

Reference/Contact: Eduan Laubscher - 082 581 1798

Duties:

- Reconciliation and management of Same Day, Standard Bank and JHB accounts
- Spark ATM reconciliation and float management
- Process daily CIT bank deposits and payments
- Reconciliation of banks and all queries, admin and instruction relating to the banks
- Account and statement reconciliation and management
- Identify and address any discrepancies
- Daily sales administration relating to new and existing clients including financing, and submitting deals

- Draw up contracts according to each deals approved finance agreement
 - Update internal accounting databases and spreadsheets
 - Issue proof of payments or other documents to clients if required and approved by the company
 - Performing daily financial transitions such as verifying, calculating, and posting accounts data •
- Supporting the month end process
- Filing and record maintenance relating to the financial department
 - Any other tasks or instructions that management deem necessary
-

Company: **Double Trouble**

Position: **Personal Assistant**

Dates: April 2019 – October 2019

Town/City: Tableview, Cape Town

Reason for Leaving: Growth Opportunities

Reference/Contact: Sharryn Watson

Duties:

- General Admin Duties
 - Capturing of invoices (Palladium Accounting)
 - Manage our Facebook and Instagram pages
 - Attending trade shows
 - Assisting with the sales of baby products
-

Company: **Black Forest Cafe**

Position: **General Manager**

Dates: August 2018 - March 2019

Town/City: Tableview, Cape Town

Reason for Leaving: Business was sold

Reference/Contact: Beth Mahnke – 076 639 2577

Duties:

- Manage a staff complement of 6
- Operating the F.O.H system
- In charge of making any Menu Changes
- Responsible for Maintaining Sales and Profits
- End of Day Cashing Up
- Ordering stock from suppliers daily
- Supervise the prepping and cooking procedures in the kitchen
- Assisting with the making of the hot and cold beverages
- Organising the “Mens Breakfast” every last Saturday of the month
- Assisting with any events that took place at the shop as well as at the church
- Ensuring the shop is up to cleanliness standards
- Assisting with the posting on two social media sites

Company: **Connexions Coffee Shop**
Position: **Co-Owner & Manager**
Dates: September 2015 – July 2018
Town/City: Century Gate, Cape Town
Reason for Leaving: Business was selling
Reference/Contact: Brian Easthorpe – 078 591 9007

Duties:

- Manage a staff complement of 4
- Operating the GAAP system
- End of Day Cashing Up
- Preparing of coffee's, espresso's, latte's and cappuccino's
- Supervise the ordering of products, inventory control and Merchandise
- Complete menu changes
- Responsible for maintaining sales and profits
- Ensure presentation of food meets franchise standards
- Supervise cooking and serving activities
- Multitask daily barista roles with full management responsibilities

Company: **Your Move Personnel**
Position: **Recruitment Administrator**
Dates: 2013-2015

Company: **Cipla Medpro**
Position: **All Rounder Admin Assistant**
Dates: 2011-2013

- **Customer Care Clerk/Creditors Assistant/Orders Clerk/Debtors Clerk & Marketing Receptionist**

Company: **Zita Retailers**
Position: **Sales Assistant**
Dates: 2009-2011

Company: **Tekkie Town**
Position: **Sales Assistant & 2nd in Charge**
Dates: 2008-2009