

Curriculum Vitae of

# Tineke Blackbeard

076 125 2624  
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## Personal Information

Nationality:	South African
Languages:	English & Afrikaans (read and write)
Dependents:	2
Availability:	Immediate
Address:	Anderson Road, Northdene

## Summary

A highly resourceful, flexible, innovative and enthusiastic individual who possesses a considerate amount of knowledge regarding administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. I'm looking for a career advancement opportunity with a company that will allow me to develop my skills and potential.

## Education

1998  
Matric

## Work Experience

### **Mar 17 – To Date Self Employed**

- Baker

### **July 10 – Feb 17 Dockleveller Supplies cc – Multiple Job Functions**

- Reception
- PA to Managing Director
- Secretary to Sales Reps
- Orders
- BEE Compliance
- Health and Safety
- Arranging all Freight Transport of stock to site
- Travel bookings for all staff travel requirements
- Quotations (Pastel)

### **May 05 – Jun 10 Worksite Solutions cc (Long Term Insurance) Sales Secretary / Administration**

- Reception – 3 incoming lines & 4 internal lines
- Providing secretarial services to the Branch Manager and Sales Consultants
- Knowledge of Microsoft word, Outlook and Excel
- Maintaining an electronic and hard copy filing system
- Providing training and orientation for new staff
- Resolve all administrative problems
- Scheduling meetings and preparing agendas
- Checking of all paperwork and forwarding to Head Office
- Capturing of all new business
- Claims, Quotes and Queries
- Monthly Billings
- Liaising with Clients

### **Oct 00 – Mar 05 The John Thomas Education Centre Educator**

- Grade 0 Educator
- Training of Staff and supervising
- After-care Educator
- Opening and Closing of School
- Transporting of Children

**Jan 00 – Sep 00**  
**Vipermits**  
**Administration**

- Switchboard – 2 incoming lines & 3 internal lines
- All admin Duties
- Conducting interviews with new employees
- Distributing all merchandise to Sales Consultants
- Providing secretarial services to the Branch Manager

**Jan 99 – Dec 99**  
**Old Mutual Private Secretary**

- Switchboard
- Secretarial duties to Sales Consultant
- Knowledge of Microsoft word, Outlook and Excel
- Maintaining an electronic and hard copy filing system
- Scheduling meetings and preparing agendas
- Checking of all paperwork and forwarding to Head Office
- Capturing of all new business
- Claims, Quotes and Queries
- Liaising with Clients

**References**

- Karen Malan – Dockleveller Supplies cc  
071 614 5570
- Werner Boshoff (Managing Director)  
041 363 3062 / 0883 321 2230
- Marinda Boshoff (Admin Manager)  
041 363 3062 / 083 321 2230
- Dixie Wooley (Fellow Employee)  
078 307 9600