

# TARYN JANE ELBOURNE

## ADMINISTRATOR

<b>SUMMARY</b>		
	I am a very quick and keen learner. I have never been afraid of a challenge and am always willing to try something new. I take pride in both my appearance and my work at all times and my work is always done to the best of my ability.	
<b>COMPUTER SKILLS</b>		
	<ul style="list-style-type: none"><li>• Proficient in: Microsoft Excel</li><li>• Proficient in: Microsoft Word</li></ul>	
<b>EXPERIENCE</b>		
	<b>Company: Hilltops Veterinary and Equine Clinic</b> <b>Designation: Administration and accounts</b> <b>Hours: 8:00-13:30 Monday to Friday</b>	JUNE 2016 to DATE
	<ul style="list-style-type: none"><li>• Answering the telephone</li><li>• Photocopying and Scanning</li><li>• Emailing of documents and drug prescriptions</li><li>• Placing orders for drugs</li><li>• Capturing and emailing client invoices</li><li>• Capturing of client payments received</li><li>• Capturing of creditor invoices and payments</li><li>• Monthly bank reconciliations</li><li>• Filing of debtors and creditor invoices</li><li>• Phoning Clients for outstanding accounts</li><li>• Emailing of invoices and veterinary reports for insurance claims</li><li>• Assisting the Vets in the clinic with hospital patients</li><li>• Payments for grooms on a weekly basis</li><li>• Controlling the cash box</li><li>• Dispensing of drugs to clients</li><li>• Controlling scheduled drug reports</li><li>• Yearly reports for the accountants for annual tax returns</li></ul>	
	<b>Medical Clinic: Active Sports Clinic</b> <b>Doctors: Hatch and Rossouw Biokinetics and Dr Rebelo</b> <b>Designation: Medical Receptionist</b> <b>Hours: 8:00-17:00 Monday to Friday</b>	JANUARY 2015 to MAY 2016
	<ul style="list-style-type: none"><li>• Answering the telephone</li><li>• Booking of appointments on online and paper diaries</li><li>• Photocopying and Scanning</li><li>• Emailing</li><li>• Placing orders for stock</li><li>• Invoicing Patients</li><li>• Taking cash and card payments</li><li>• Sending invoices to medical aids</li><li>• Filing</li></ul>	

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	<ul style="list-style-type: none"><li>• Phoning Clients for outstanding accounts</li><li>• Controlling the cash box and cash receipt book</li><li>• Monthly reports for the accountants for annual tax returns</li><li>• Booking of appointments for specialist referrals</li><li>• Making coffee and ordering lunch for Doctors</li></ul>	
	<b>Medical Clinic: Active Sports Clinic</b> <b>Doctors: Hatch and Rossouw Biokinetics, Dr Rebelo, Dr Dowson, Mindful Eating Dieticians, Active Physiotherapy</b> <b>Designation: Medical Receptionist</b> <b>Hours: 10:00-18:00 Monday to Friday</b>	FEBRUARY 2014 to DECEMBER 2014
	<ul style="list-style-type: none"><li>• Answering the telephone</li><li>• Booking of appointments on online and paper diaries</li><li>• Photocopying and Scanning</li><li>• Emailing</li><li>• Placing orders for stock</li><li>• Invoicing Patients</li><li>• Taking cash and card payments</li><li>• Sending invoices to medical aids</li><li>• Filing</li><li>• Phoning Clients for outstanding accounts</li><li>• Controlling the cash box and cash receipt book</li><li>• Booking of appointments for specialist referrals</li><li>• Bookings of hospital beds for patients</li><li>• Capturing of medical aid payments</li><li>• Contacting medical aids for patients benefits and payment enquiries</li><li>• Making coffee and ordering lunch for Doctors</li></ul>	
	<b>Company: dhk Architects</b> <b>Designation: Temp Receptionist</b> <b>Hours: 8:00-17:00 Monday to Friday</b>	MAY 2013 to SEPTEMBER 2013
	<ul style="list-style-type: none"><li>• Answering the switchboard and screening calls</li><li>• Filing, faxing and photocopying</li><li>• Ordering of stationary and supplies</li><li>• Sorting out office maintenance</li><li>• Monthly grocery shopping</li><li>• Updating contact lists and attendance register monthly</li><li>• Corresponding with head office in Cape Town</li><li>• Greeting guests and offering them refreshments</li><li>• Bookings for various boardrooms and get them ready for meetings</li></ul>	

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	<b>Company: Packaging World</b> <b>Designation: Sales Administrator</b> <b>Hours: 7:30 – 16:30 Monday to Friday</b>	OCTOBER 2011 to MAY 2012
	<ul style="list-style-type: none"><li>• Answering the switchboard and screening calls</li><li>• Admin and filling for all sales staff</li><li>• Orders, quotes and costings</li><li>• Liaising with suppliers and getting supplier quotes</li><li>• Making and providing handmade packaging samples</li><li>• Stock taking on the factory floor</li><li>• Assisting sales manager in various admin tasks</li></ul>	
	<b>Company: Dolphin Bowl</b> <b>Designation: Assistant Manager</b> <b>Hours: Various day and night shifts</b>	FEBRUARY 2011 to AUGUST 2011
	<ul style="list-style-type: none"><li>• General running of tenpin bowling center, restaurant and bar</li><li>• Stock taking every shift</li><li>• Assisting all staff during shifts</li><li>• Daily cash-ups of all staff</li><li>• Maintaining and capturing of banking for all cash registers</li><li>• Checking and distributing of cash register floats on each shift</li></ul>	
EDUCATION		
	<b>Institution: Amazimtoti High School</b>	Graduated 2005
	<ul style="list-style-type: none"><li>• Senior Certificate</li></ul>	
	<b>Institution: Durban University of Technology (DUT)</b>	Graduated 2010
	<ul style="list-style-type: none"><li>• Photography Diploma (3 years full time)</li></ul>	
	<b>Institution: Shaw Academy</b>	Graduated 2017
	<ul style="list-style-type: none"><li>• Diploma in Photography (10 weeks online)</li></ul>	