**Juries**

**Juries.359787@2freemail.com**

**PERSONAL INFORMATION**

Home Language : English

Other Language : Afrikaans

**Education: Windsor High School (Grade 12) 2013**

English Home Language

Afrikaans First Additional Language

Mathematical Literacy

Computer Applications Technology

Consumer Studies

Tourism

**Tertiary Education**

South African Chefs Academy: Diploma in Culinary Arts: 2014

**Characteristics:**

Meticulous, professional with strong leadership skills, deadline orientated, dependable.

**Experience:**

**2013 –** Job shadow at Vineyard Hotel & Spa (3 days)

**2014 -** Job Shadow at Belmond Mount Nelson Hotel (1 Month Practical)

Asked by chef to assist in there in season December time.

**2015**- Trainee Chef at Belmond Mount Nelson Hotel (Internship)

**2016** – Norman Henshilwood High School (Internship 25 July 2016 – 7 December 2016)

**Position:** Admin Assistant/Receptionist

**Duties:** Reception

* Telephonic queries
* Filing
* Dealing with parents and students
* Data capturing
* Handling of students & parents
* Sending & responding to emails
* Booking of transport for outings and or sports events
* Ordering of stationery
* Intercom announcements
* Posting of daily announcements onto database - Staffroom

**Duties:** Printing Office

* Exam printing
* General worksheet printing
* Data capturing
* Recording of latecomers
* Filing
* Responding to emails
* Ordering of paper supply & printer toner
* Assisting with learners daily ( printings , DT slips , late coming )
* Printing and issuing of DT slips

**2016 – University of Cape Town (Temporary Assignment – 11th January 29th - 3 weeks)**

**Position: Student Assistant (Temporary assignment – 3 weeks)**

**Duties:** Assisting with co-ordinating of Summer School Event. Meeting and greeting of guest attending event. Assisting guest with various enquiries. Ensuring guest needs were met for the event. Assisted with various administrative tasks. Provided customer service in a professional manner at all times.

**2015 – Belmond Mount Nelson Hotel**

**Position: Trainee Chef**

**Duties:** Assisted Senior Chef with daily preparation’s and executed various tasks with intense deadlines which was met under extreme pressurised environment. Worked various functions at the Hotel. As a Trainee I was given the opportunity to train other trainees which guided me with leadership skills. I am attention to detail and deadline driven and able to work under pressure. I worked at various buffet stations and attended to both national and international guest which included celebrities.

**2014 - South African Chefs Academy, Cape Town, Western Cape**

**Position:** **Chefs Assistant: 2014 (Learnership Programme)**

**Duties:** Weighing chef’s ingredients, wash chef’s dishes. Ensure students equipment is set for every lesson. Ensure windows are closed & ovens are off before leaving. Weighing ingredient’s for block release students. Assist with supervision of students. Assistant chef at function’s. Demonstrating specific tasks. Studied whilst working as assistant.