**Shandré**

**[Shandré.365804@2freemail.com](mailto:Shandré.365804@2freemail.com)**

**EDUCATION**

**BSc Honours in Psychology**

The University of Derby – England – 2012 -2017

**Foundation Certificate in Life Sciences**

Anglia Ruskin University – England – 2011-2012

**International Baccalaureate Certificate**

Dubai International Academy – Dubai – 2008-2011

**WORK EXPERIENCE**

# Transcriber

# Rev Transcription and Captioning – America – September 2016 – Present

# Acquired excellent computer efficiency skills, research skills, written, listening and verbal skills and how to work on a deadline.

# Waitress

Ben's Bar & Grill - Strand, Western Cape - April 2013 to December 2013

Gained effective teamwork and communication skills, as well as customer service skills. Proved I was comfortable working with others.

# Volunteer

Aqua Initiative - Dubai - March 2011 to June 2011

Helped organize a fundraiser festival to raise money and awareness of water consumption.

Developed organizational as well as multi-tasking skills.

# Volunteer

Dubai Charity Association - Dubai - September 2010 to June 2011

Helped organize a donation drive in order to raise funds and collect donated clothes, blankets, food etc.

Acquired problem solving, and delegation skills.

# Volunteer

K9 - Dubai - September 2008 to June 2009

I worked at a dog shelter, which included caring for the animal, such as walking, feeding and cleaning. I also created calendars to raise funds for the shelter.

Developed presentation skills and taught me to pay attention to detail as well as an understanding of hard work.

**AWARDS**

# Prefect

September 2010 to May 2011

I was made a prefect demonstrating that not only do I work well with a team, but am also effective at leading a team.

**HOBBIES**

Horse Riding (Dressage, Jumping and Endurance)

Modern / Hip-hop Dancing

Drama Club

**COMPUTER SKILLS**

Microsoft Office (10+ years),

Internet (10+ years),

Social Media (10+ years).

**OTHER SKILLS**

* Analysis (4+ years),
* Customer Service (1 year),
* Deadline (10+ years),
* Decision Making (5+ years),
* Driving (3 years),
* Filing (2+ years),
* Listening, Verbal and Written (10+ years),
* Perseverance and Motivation (4 years),
* Make Presentations (10+ years)
* Problem Solving (4 years),
* Public Speaking (4+ years),
* Reporting and Research
* Tenacity (4 years),
* Time Management (4 years),
* Working with Data (4+ years).
* Work Under Pressure (7 years),

**ADDITIONAL INFORMATION**

I have lived on and off in Dubai from 2008-2016, it was where I completed my High School Education and studied my Undergraduate. Dubai has an energy of innovation, cultural fusion, originality and vitality which is unrivaled. I believe that my experience of living in Dubai has given me the ability to understand and possibly navigate through the international, multi-cultural environment that is Dubai, hopefully equipping me with skills beneficial to the job position. In addition, I’m known as a friendly, approachable person with excellent listening and problem solving skills. I am a hard worker and a fast learner and am truly excited about gaining new experience and developing new skills.