

Chelsea Louise Capper

Curriculum Vitae

PERSONAL DETAILS

Surname : Capper
First Name/s : Chelsea Louise
Nationality : South African
I.D. Number or Passport no : 9105280034081
Language/s : English and basic communication in Afrikaans
Town in which you live : Pretoria
Contact Cell no : 082 718 0531
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TERTIARY EDUCATION

Educational Institution : **Boston City College**
Qualification : BCOM in Management Marketing
Completion date : Ongoing
(Credits: Business Management and Entrepreneurship)

HIGH SCHOOL EDUCATION

High School attended : Carpe Diem Academy
Highest standard passed : Matric (with university entrance)
Completion date : 2009

COURSES /ACHIEVEMENTS/AWARDS/MEMBERSHIPS

- RCL (Prefect) Carpe Diem Academy

HARD SKILLS

- MS Office Suite (Word, Excel, PowerPoint, Outlook)

- Fully computer literate
- Able to grasp new software easily
- Social media savvy

SOFT SKILLS

- Good communication and people skills
- Creative
- Quick to learn
- Well groomed
- Friendly disposition
- Planning skills
- Observing skills
- Analytical thinking
- Quick learner

KEY ATTRIBUTES

- Adaptability
- Initiative
- Responsibility
- Can-do attitude
- Self-motivator
- Self-starter

EMPLOYMENT HISTORY

(STARTING WITH THE MOST RECENT)

Company/Client name : **Rawsons**

Employment period : February 2020

Position : Assistant Estate Agent

Duties/Project Description :

- Canvassing and cold calling
- Appointments
- Showhouses

Company/Client name : **Capcubed**

Employment period : July 2019 – January 2020

Position : Bond Originator

Duties/Project Description :

- Assisting buyers to source the best home loan package from various banking institutions
- Conducting credit checks, confirmation of employment, binding agreements, etc.
- Sales
- Networking
- Developing and maintaining solid and professional relationships with clients and colleagues

Company/Client name : **Finance27**

Employment period : April 2018 to June 2019

Position : Loans Administrator

Duties/Project Description :

- Creating new loan agreements
 - Assisting new clients with, for example, credit checks, confirmation of employment, binding agreements, etc.
 - Sales (promoting/marketing for company)
 - Direct client correspondence (phone calls and email)
 - Maintaining good relationships with existing clients
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Company/Client name : **Risk Diversion**

Employment period : August 2017 to March 2018

Position : Sales and Admin Assistant

Duties/Project Description :

- Proofreading/editing of reports
 - Sales
 - Quotes for products and managing spreadsheets - keeping up to date
 - Dealing with customers directly
 - Managing/setting up meetings
 - Assisting with ongoing marketing activities
 - Searching and completing tender applications
 - Audio transcription
 - Marketing new products/specials
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Company/Client name : Boston City Campus & Business College

Employment period : January 2015 to August 2017

Position : Call Centre Internal Sales Representative

Duties/Project Description :

- Attending to all queries regarding courses run by Boston
 - Following up with queries and parties interested in studying through Boston, and with students who did not re-register to complete their studies
 - Assisting with marketing and advertising opportunities for other Boston branches, as well as sourcing events and opportunities for promoting Boston.
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Company/Client name : Eyethu Coal

Employment period : October 2013 – December 2014

Position : Receptionist/PA

Duties/Project Description :

- Supervise and manage front desk as well as office cleaners
- Administration of front desk
- Receive, welcome and host company visitors
- Administration and management of reception area
- Mange all incoming communication via all channels to all personnel and departments
- Company banking
- Control and manage boardroom
- General PA duties
- Stand in for MD's PA as and when needed

- *Ad hoc* admin support to various departments

Company/Client name : AuPair SA

Employment period : November 2011 – February 2013

Position : Au Pair

Duties/Project Description :

Responsible for three children, ages three to nine. Duties included fetching them from school, assisting with lunch meals, homework supervision, as well as running *ad hoc* errands.

Company/Client name : Redis (Rustenberg)

Employment period : August 2010 – December 2010

Position : Admin Clerk

Duties/Project Description :

- Office administration
 - Data capture
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REFEREES

Available on request.