

Curriculum Vitae

Caitlin Todd

Personal Information

Full Name: Caitlin Elizabeth Todd

Birth Date: 17 October 1990

I.D. Number: 9010170141089

Location: Johannesburg, South Africa

Other: Code 08 Drivers Licence, Valid South African Passport

Contact Cell: +2773 152 5220 / +25885 213 6380

details: Email: cait.todd500@gmail.com

Computer Literacy: Great on PC or Mac, completed advanced courses in Microsoft Excel. Proficient use of Microsoft Word and PowerPoint. Experience with Pastel Partner, Sage One, Voyager and Caseware

Tertiary Education

Financial Accounting:

From 2014 to 2018, while working full time, I completed a Bachelor of Accounting Sciences in Financial Accounting through the University of South Africa.

No. of distinctions: 7

SAQA ID: 5535

NQF Exit Level: 7

Yoga:

From March – July 2019, I completed a 200hr Vinyasa Yoga Teacher Training in Johannesburg, South Africa through MCY and Yoga Works

Massage:

In October 2019, I completed a Swedish Massage course through Balancing Touch in Centurion, Pretoria, South Africa

Additional:

During 2020, I completed the following 2 online programmes via Udemy:

- Diploma in Modern Applied Psychology
- Certified Reiki teachers course (level 1,11 & 111)

Work Experience

References available on request

[Focus Ida \(Inhambane, Mozambique\)](#) *January 2020 – March 2020 (job lost due to COVID-19 restrictions)*
Financial consultant / bookkeeper

[Tofo Beach Yoga \(Tofo, Mozambique\)](#) *January 2020 – October 2020*
Co-manager and Yoga Teacher (group and private)

[Turtle Cove Yoga Shala \(Tofo, Mozambique\)](#) *November 2019 – March 2020*
Yoga Teacher and Massage Therapist

[Grant Thornton Jhb / BDO \(Johannesburg\)](#) *February 2017 – February 2019*
SAICA Article Clerk

- Performed audits on listed and unlisted entities, including those in the property, manufacturing, investment and insurance industries.

[Grant Thornton \(Johannesburg\)](#) *February 2015 – February 2017*
Outsourced Accounting Work

- Performed monthly accounting work for various small entities.
- Involved in independent reviews and compilation/drafting engagements for various small entities and trusts.

[Block & Chisel \(Johannesburg\)](#) *July 2014 – February 2015*
Barista/Admin/Coffee Shop Manager

[Vacca Matta \(Monte Casino, Johannesburg\)](#) *August 2014 – December 2014*
Bartender

[Au pair for the Ferguson Family \(Johannesburg\)](#) *March 2011 – June 2014 & March 2019 – October 2019*

[Idea Lab \(Johannesburg\)](#) *2008 – 2011*
Promotional work; product training; events and hospitality

Personal Attributes and Achievements:

- Creative, enthusiastic and self-motivated
- Level headed, patient and able to work under pressure
- Strong values rooted in an interest in personal well-being and contributing to the well-being of others
- Wide range of skills and hobbies from a young age, including sports, music and reading
- Provincial Colours for springboard diving and first team netball in school
- Captain of Grant Thornton Jhb ladies' soccer team, member of the Sports Committee and head of the Social Committee
- Completion of Varsity College's short learning programmes for economics, academic literacy and bookkeeping