

My Resume

Juanita Goosen

13 Duncan Street

Boksburg

Gauteng

1459

0832775606

juanita.goosen@gmail.com

2009, December

To whom it may concern:

I am a driven and highly motivated person who believes in always doing more than what is expected. I have successfully completed a Bachelor of Health Sciences (Biomedical) degree at WITS University, in Johannesburg.

My interest lies in a career in the pharmaceutical or other medical related fields and I am interested in learning more about your company and in particular about any possible career opportunities.

In addition to the BHSC degree I successfully completed I also have other work experience in administration, reception, research and management. I am always on the lookout for new learning opportunities and have the confidence to face any challenges I may be faced with.

My resume, which is enclosed, contains additional information regarding my experience and skills.

I would appreciate the opportunity to discuss and explore any possible career possibilities and to provide further information on my candidacy.

Thank you for your time and consideration.

Sincerely,

Juanita

Juanita Goosen

Citizenship : South African ▪ Date of birth : 12 May 1987

Contact Information

Cell : 083 277 5606

E-mail : juanita.goosen@gmail.com

Personal Information

ID Number 870512 0023 086

Gender Female

Health Status Excellent

Address 13 Duncan Street.

Lilianton

Boksburg

1459

License Code B (own transport)

Current Occupation Part time babysitter, bartender and loan agent

Education

Hoërskool Goudrif Kraft Road, Elandsfontein
Germiston, 1401
(011) 822-3405

Matriculated 2005, with Distinction

Subjects:

- Afrikaans (HG) – A
- English (HG) – A
- Biology (HG) – A
- Introduction to Criminology (SG) – A
- Mathematics (HG) – C
- Science (HG) – C
- Accounting (HG) – C

University of the Witwatersrand 1 Jan Smuts Avenue, Braamfontein, 2000
Faculty of Health Sciences: (011) 717-2075
2007 – 2009

Bachelor of Health Sciences Degree – Biomedical

Subjects:

- Introduction to Medical Science
- Chemistry 1
- Physics 1
- Basic Principles of Individual and Group Psychology
- Introduction to Psychology
- Human Anatomy
- Fundamentals of Health and Disease 2
- Molecular Medicine
- Physiology and Biomedical Biochemistry 1
- Fundamentals of Health and Disease 2
- Human Physiology 3

Special Requirements:

Work Experience

- ***Rectron Pty Ltd***

Personal Assistant/Receptionist

December 2005 – December 2006

Duties:

- ✓ Reception
- ✓ Customer Service
- ✓ Personal Assistant to sales team and management: Filing, faxing, copying and various other administrative tasks
- ✓ Travel arrangements: VISA's, flights, foreign exchange, accommodation, transport
- ✓ Corporate gifts and luncheon arrangements
- ✓ Events planning and support
- ✓ Courier transport arrangements and placing orders
- ✓ HR assistance – arranging interviews

Reference:

Cheslynne Britz – Vice President
082 901 5582

- ***Pikanini Baby Academy***

Part-Time Personal Assistant

Duties:

- ✓ Research
- ✓ Administrative tasks: typing informational materials, filing, etc.
- ✓ Assistance with set up for classes (baby gym, massage, etc.)

Reference:

www.pikanini.co.za

Karen van Zyl - 082 701 6767

- ***Savers Clothing***

Part-Time Store Manager

December 2008 and December 2009

Duties:

- ✓ Managing store
- ✓ Working with finances
- ✓ Managing Loans

Reference:

Wits Coetzee - 082 558 9090

- ***Chicago Night Club***

Part-Time Bartending

Duties:

- ✓ Bartending
- ✓ Working with float and cash up

Reference:

Robert Ambrose - 079 139 0999

Activities and Interests

Writing Published some of my works, nationally and internationally

In 2004 I received an Ekurhuleni District Achiever's Award for the publication of my poetry

Charity Work Currently in the registration process of a children's fund that I would be president of, by the name: The Resurrecting the Just Charity Fund

The organization's main objectives are to assist in providing food, clothing and shelter (and other necessities) to less fortunate children and their care givers (i.e. children's homes etc.)

This non-profit organization will also hold an major annual fund raising event (along with other smaller fund raising events) in the form of a music festival

Singing Was lead role in Med School Musical at WITS University in 2009, which served to raise funds for the Medical Ball in order to raise funds for the SMILE Foundation

Other Accomplishments Prefect in Hoërskool Goudrif 2005

Languages

Afrikaans (First language, fluent read, write and speak)

English (Second Language, fluent read, speak and write)