ORSILA PRETORIUS

Contact

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Gauteng, South Africa

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Personal details

Date of Birth: 5 September 1990
Nationality: South African
Marital Status: Married
Driver's License: Code 8
Languages: xxx
Notice Period: xxx

Education

Web and Graphics Design
IT ACADEMY SOUTH AFRICA
2023

Experience

Sales & Marketing Assistant
LEAR IMPORTS (PTY) LTD – March 2021 to Present

- Performed administrative duties including word processing, data entry, printing, and copying.
- Managed invoicing and processed payments, ensuring accuracy in financial documentation.
- Organized and maintained digital files and databases.
- Assisted in marketing campaigns, creating digital content for social media and online advertising.
- Improved website functionality and user experience through regular updates and maintenance. (WordPress based website)
- Collaborated with team members to enhance marketing strategies and sales techniques.
- Utilized strong analytical and problem-solving skills to resolve customer inquiries and issues.

Junior Graphics and Web Designer
GRAPHINOVA – March 2024 to Present

- Designed website layouts, templates, and unique branded looks for clients. (WordPress based websites)
- Developed graphics and visual content for social media campaigns and online advertising.
- Enhanced website functionality by implementing new codes, plugins, and extensions.
- Partnered with team members to ensure best practices in software and web design.

Online Teaching (Kids 4-12)
OIFLY & BEEJEEN ENGLISH – August 2020 to February 2021

- Conducted online lessons for adults and children, focusing on language skills and educational development.
- Created engaging lesson plans and utilized interactive teaching methods to maintain student interest.

Key Accounts Manager
THORN ELECTRICAL DISTRIBUTORS – August 2016 to February 2020

- Managed key client accounts, ensuring high levels of customer satisfaction and retention.
- Coordinated with internal teams to meet client needs and resolve issues promptly.
- Analysed sales data and market trends to inform business strategies.
- Performed administrative duties including word processing, data entry, printing, and copying.

ITEC Spa and Salon Management Diploma
HYDRO INTERNATIONAL COLLEGE
2013

Somatology
HYDRO INTERNATIONAL COLLEGE - CIDESCO
2012

HIGH SCHOOL DIPLOMA
VOORTREKKER HIGH SCHOOL
2008

Skills

Technical skills:
- Microsoft Suite of Products (Word, Excel, Project, Power Point, Outlook)
- Windows 95/98/NT/2000
- Windows XP
- Progress databases
- Systems Analysis and Design
- Unix SVR4 and AIX
- LAN and WAN

Professional:
- Administrative Support
- Customer Service
- Microsoft Office Suite
- Google Workspace
- Adobe Creative Suite (Photoshop, Illustrator, InDesign, Dreamweaver)
- Content Marketing
- File and Database Management
- Financial Management and Invoicing
- Social Media Management
- Hard-working and loyal.
- Always willing to lend a hand.
- Effective team player and independent worker.
- Skilled in problem-solving and self-teaching.
- Good communicator.
- Proactive in seeking help when needed.
- Reliable in meeting deadlines.
- Friendly and approachable

- Managed invoicing and processed payments, ensuring accuracy in financial documentation.
- Organized and maintained digital files and databases.
- Utilized strong analytical and problem-solving skills to resolve customer inquiries and issues.

Styling and Aesthetics Lecturer
FACE-TO-FACE BEAUTY AND MAKE-UP DESIGN SCHOOL – February 2015 to February 2016
- Instructed students in styling and aesthetics, preparing them for careers in the beauty industry.
- Developed course materials and provided hands-on training to enhance student skills.
- Performed administrative duties including word processing, data entry, printing, and copying.
- Organized and maintained digital files and databases.
- Utilized strong analytical and problem-solving skills to resolve customer inquiries and issues.

References

Available on request