



CAITLIN CARTWRIGHT
OFFICE MANAGER
CURRICULUM VITAE

CAITLIN CARTWRIGHT CV



PROFILE

Caitlin is a passionate and dedicated administration professional with key skills in client communications and employee relations. Having experience across a number of industries, she is adaptable to the varying demands of different environments.

Caitlin's efficient organisational abilities and attention to detail ensure that she provides a high standard of support to team members. Her client focussed approach and competitive nature often secures repeat business through a consistently exceptional level of service.

QUALIFICATIONS

BCom – Bachelor of Commerce in Industrial and Organisational Psychology, University of South Africa, 2013

CAREER HISTORY

2018 – Present, Office Manager – Structus Consulting Limited

2017 – 2018, Education Coordinator – Drug Free Sport New Zealand

2010 – 2016, Branch Manager and Sales – Cécile & Boyd's, South Africa

2009 – 2010, Office Administration – Salute Service Solutions, South Africa

MANAGEMENT SKILLS

- Excellent communication skills with the ability to interact effectively with a variety of stakeholders at all levels
- People focussed, placing a high value on building and maintaining both internal and external relationships
- Able to work autonomously as well as being a committed part of a cohesive team environment
- Leadership of small multi discipline teams on various projects
- Maintenance of staff workloads

TECHNICAL SKILLS

- Efficient and accurate management and reconciliation of client accounts
- Proficient use of accounting packages
- Budgets and cost forecasting

- Assistance with management and implementation of systems and procedures
- Setup and tracking of Jobs on WorkflowMax
- Health & Safety representative
- Function and event management
- Support in proposal submissions, contracts, letters and other documents
- Website and newsfeed updates
- Management of travel requirements including bookings and expenses

