

PERSONAL DETAILS

- **Name** Patricia Thompson
- **Area** Roodepoort
- **Nationality** South African
- **Qualification** Personal Assistant / Secretary

EDUCATIONAL QUALIFICATIONS

SECONDARY EDUCATION

1986 – Matric - Hill High School.

CURRENT STUDIES

- **2019 – STAT – Standardised Transcripts and Training (Pty) Limited**
 - Court Transcription Course (Course commenced 09 April 2019)

COURSES COMPLETED

- **2019 – Complete Learning**
 - Transcription Basic Course
- **2014 – Alison.com**
 - Human Resources Diploma
- **2014 – LearnFast Academy**
 - Excel Intermediate
- **2013 – Drum Beat Academy**
 - First Aid Level 1
- **2012 – College SA**
 - Business Literacy
- **1999 – Sharon Baker Training**
 - MS Excel 97
- **1997 – Academy of Learning**
 - Introduction to Windows 95
- **1988 – Standard bank Training Centre**
 - Word Perfect 5.1
- **1987 – Ace Secretarial College**
 - General Secretarial
 - Bookkeeping (to Trial Balance).
 - Shorthand.
 - Reception.
 - Typing
 - Filing.
 - General Office Duties.

COMPUTER SKILLS

- Internet and e-mail (Google and Outlook).
- Skype
- MS Word and Excel
- MS Access
- Windows 95, 98, 2000, 2003, 2007 and XP
- Accfin Predator – Accounting & inventory package
- JD Edwards – Inventory package
- Daceasy – accounting package
- Pastel
- JAVS
- Express Scribe
- Dalet

LANGUAGES

- English
- Afrikaans (limited)

CLIENT HISTORY

Current

Minute Taker and Transcriptionist – April 2019 to current
Various

Responsibilities and Duties:

- Transcribing orders for Court purposes
- Minute taking and transcribing at various Hearings and legal meetings.

Gerry Comminos

Virtual Transcriptionist – December 2018 – March 2019
Gerry Comminos

Responsibilities and Duties:

- Transcribing interviews for Doctoral purposes

LeboneHR

Virtual PA/Secretary – September 2012 – February 2013
Nishi Ayer (MD)

Responsibilities and Duties:

- Liaising with clients and candidates and setting up of interviews.
- Typing up of candidates Resumes.
- Conducting reference checks on candidates.
- Typing up of reference checks.
- Setting up of appointments.
- Updating of database.
- Manage diaries.
- Arrange interviews.
- Liaise with candidates and clients.
- Posting of employment adverts on Pnet, Jobmail and other search engines.

Emlo Communications

Temporary PA/Virtual Secretary – August 2011 – February 2013
Marisa Louw (MD)

Responsibilities and Duties:

- Liaising with SA Math Foundation students.
- Following up on client payments.
- Liaising with media personnel.
- Various admin i.e. filing, data-capturing etc
- Typing up of transcriptions.
- Social media updates i.e. Twitter

Sekela

Temporary PA/Virtual Secretary
Yogi Govender / Jillian Bailey CA (SA)

Responsibilities and Duties:

- Merging of 3 Companies' policies documents into one policy document and reformatting.
- Attending meetings with management to discuss policy documents.

Pro Admin Solutions

Temporary PA/Virtual Secretary
Lori van der Merwe (MD)

Responsibilities and Duties:

- Typing of transcriptions
- Various admin i.e. filing, data-capturing et cetera.