

CURRICULUM VITAE OF HAILEY JULIANNA WICHURA

PERSONAL DETAILS

Full name: Hailey Julianna Wichura

Date of Birth: 21st May 1996

Residential Address: 54a Dunkeld road, Westville, KZN

Cell Phone Number: 079 447 3865

Email address: haileywich96@gmail.com

Marital status: Unmarried

First language: English

Gender: Female

Driver's License: Code 08

ID number: 9605210082084

EDUCATION

Primary Education

Year: 2001-2008

Institution: Hillcrest Primary School, Hillcrest, Kwa-Zulu-Natal, South Africa

Grades completed: 1-7

Year: 2009-2011

High School

Institution: Epworth boarding school, Pietermaritzburg, Kwa-Zulu-Natal

Grades completed: 8-9

Year: 2012 – 2014

Institution: Curro Embury, Musgrave, Durban,

Grades Completed: 10-12

Matric Pass: Bachelor's (University) Pass

Subjects completed: English, Afrikaans, Geography, Engineering graphic design, Mathematics Literacy, Art.

TERTIARY EDUCATION

Year: 2015-2017

Institution: AFDA College (motion media and films), Braamfontein, Johannesburg, Gauteng.

Subjects (1st year):-

- Editing & VFX
- Special effects makeup & production design
- Stage acting

- Screen acting
- Learning the components of film & the making of short films.

Subjects (2nd Year):-

- Specializing in special effects makeup
- Specializing in production design
- Working and creating short films
- Learning components of film

Qualifications and Certificates

SAAH- South African Academy of Health

Date: January 2021-april 2021

First aid certificate
pass rate of 90%

ACCSA- Addiction Counselor Certification South Africa (international)

Date: July 2021-November 2022

completed:
Basic addiction counselling
Intermediate Addiction Counseling
Advanced addiction Counselling
2023- Specialised Addiction counselling

ACHIEVEMENTS

Tertiary Achievements:

Movies that I worked on in college:-

- 1st year, term 1; Film came 1st- 2nd year film
- 1st year, term 3&4; Film came 1st and 3rd- 1st year film (acting & special effects makeup)
- 2nd year, term 1; Worked on 5 films- placing 1st, 2nd & 4th- 2nd year film (production design and special effects makeup)

CHARACTER TRAITS AND SKILLS

Character traits:

I am a charismatic, creative person and always willing to learn something new. I feel my ability to work well under pressure, follow instructions and be resourceful are assets that would be beneficial to any company I would work

for. I am open minded, responsible and an empath so my ability to help and support people comes in handy when there is a stressful situation. I pride myself on being assertive, professional, patient and passionate about any duties and tasks that I am given. I have a sociable, respectful and pleasant nature and work well in a team. i'll always try to the best of my ability and find it hard to give up quickly, challenges and thinking outside the box are where i thrive because it pushes me to grown, learn something new and prove my worth. My passion is my son, helping people in need which is a big reason I have and am continuing to study Trauma and Addiction counselling.

Computer skills

- Adobe Premiere Pro
- Adobe After Effects
- Adobe Encore
- Adobe Photoshop
- Microsoft Office
- Excel
- Word
- PowerPoint
- Email Outlook

Work References

Npc name: Project Exodus Recovery

Area: Durban North

Date: January 2023- Present

Title: Student Coach

Telephone: 0718952650

Contact:Karin

Department: Coach

Duties:-

- mark step work
- follow up on enquiries
- testing
- testing websites
- observing screening
- observing assessments
- follow ups on calls and book sessions
- facilitation

Company name: Mint

Area: Westbrook

Date: March 2020-Present

Title: Buy and sell

Department: Sales

Duties:-

- advertisement
- refurbishing
- sales and negotiation
- marketing
- simply bookkeeping

Company name: Herbalife

Area: The Point Waterfront

Date: August 2019- May 2020

Title: Personal Assistant

Telephone: 083 412 9695

Contact: Andrew Schulze

Department: Personal assistant and sales

Duties:-

- Meeting deadlines for events

- Attending trainings
- Basic book keeping
- Creating flyers and posters for events and or for customer recognition
- Knowledge of invoicing, computer skills and filling
- Customers service
- Interaction with new clients and customers
- Sales
- Event planning
- Au Pairing
- Updating social media pages

Company name: Greenpeace South Africa

Area: Durban

Date: March 2019 - August 2019

Title: Sales Representative

Telephone: 074 330 5786

Contact: Bradley (Regional Manager)

Department: Face-to- face / Cold Calling

Duties:-

- Recruitment
- Goal presentation
- Donation collection
- Sales
- Skill Development
- Travel

Company name: Road Protect

Area: Durban, Kwa-Zulu-Natal

Date: February 2018 – March 2019

Title: Senior Sales Representative for International NGO and MPO (Greenpeace, Doctors without Borders to name a few)

Department: Face - to- face/ Cold calling division

Telephone: 067 0561897

Contact: Keegan (Manager)

Duties:-

- Recruitments
- Training of new personal
- Goal presentation
- Skills development

- Sales
- Management of reps under my supervision

Company name: Coventry Clothing

Area: Durban, Kwa-Zulu-Natal

Date: June 2017- December 2017

Title: PA for Senior Merchandiser

Department: Smart wear for Milady's

Telephone: 082 331 6206

Contact: Mrs Kelly Wichura

Duties:-

- Sketching of the styles
- Complying of the file
- Merchandise sourcing
- Swatch and marker making
- Coordinating of spread sheets
- Cutting of markers
- Computer skills, excel, scanning of emails
- Understanding of markers, crushing, distributing , merchandising, ratings and costing
- People skills
- Work to meet deadlines

Company name: Adrienne Hersch Properties

Area: Ruimsig, Gauteng, South Africa

Date: June 2016- February 2017

Title: Listing agent & PA of a Rental Agent

Department: Rentals

Telephone: 083 675 8284

Duties:-

- Work within specific timelines
- Dealing personally with tenants
- Sourcing landlords
- Understanding of online database

- People skills
- Communicative skills
- Time flexibility
- Filing
- Cold calling
- Computer skills
- Knowledge of area I was renting properties in.

Company name: Jenny's pub

Area: Krugersdorp, Gauteng, South Africa

Date: December 2015- November 2016

Title: Waitress/ Bartender

Department: Custom Service

Telephone: 082 712 6849

Duties:-

- Cashier
- Handling of the accounts
- Social skills
- Online cash register
- Handling of events
- Kitchen Duties
- Time flexibility

Company name: Little Noody Pre-school

Area: Morning side, Durban Kwa-Zulu Natal

Date: February 2014-July 2014

Title: Pre-school CareTaker

Department: Volunteer/ Pre-school and Babies

Telephone: 031 309 2064

Duties:-

- Looking after children from the ages of 6months to 5 years old
- Changing nappies
- Potty training
- Organizing meals
- Instilling disciplining
- Communicating with the children
- Responsible for the welfare and Happiness of the children.