



Bronwyn Matlock

E-mail /bronwynmatlock906@hotmail.com

Address / 3 Apollo Avenue, Bromley, Kent, BR1 3TB

Contact / 079 3299 1481

Extensive experience in reception, administration & retail with a customer relations focus. My excellent communication skills allow me to function well as part of a team but I don't lack initiative when it comes to tackling things on my own or mastering new skills that a job requires. My strengths in the work place are organisation, creativity, energy and adaptability.

Employment

Southern Gas Network / Adecco

Responsibilities

1 November 2005 - Current

Data input / Handling telephone queries from customers/
General admin/ Faxing

Reference

Andrea Knapp

Administration Assistant

Team Leader / Tel: 01689 881 300

Southern Gas Network / Adecco

Responsibilities

21 June 2005 – 1 November 2005

Operation of switchboard / Management of meeting diary
Postroom duties – sorting, mailing/ General admin

Reference

Norma Tegg

Receptionist

Head Receptionist / Tel: 01689 881 300

Sylvia Milton t/a 'Mastery and Change'

Responsibilities

March 2005 – May 2005 & October 2004 – December 2004

Designing a strong, vibrant corporate identity for a successful
small business eg. business cards, pamphlets & info packs.
Sylvia Milton, Msc

Reference

Freelance Graphic Designer

Psychotherapist / Tel: 0780 144 1240

Bromley Council – Contracts Department

Responsibilities

February 2005 – March 2005

Inventory of care homes in Bromley / Data entry & report creation
Falconwood Employment Agency

Reference

Administrative Assistant

Keith Pittis / Tel: 0208 313 0984

Snappy Snaps, Bromley

Responsibilities

June 2004 – October 2004

Front of counter sales assistant / All aspects of development
& printing of photos / digital restoration/ manipulation of photos
Giles Grimston - Owner / Tel: 0208 325 8888

Reference

Shop Assistant/ Printer

e-mail/ info@snappysnaps-bromley.co.uk

JB Rivers restaurant, Cape Town, SA

October 2003 – April 2004

Waitress

Sports Trader Magazine, Cape Town, SA

May 2003 – October 2003

Graphic design of ads & magazine layout / Reception & admin
Management of subscriptions & mailing list

Graphic Designer & Subscriptions Manager

e-mail/ trudi@sportstrader.co.za

Reference

Trudi du Toit - Editor

Courses and Qualifications

Damelin Education Group, South Africa:

2002

Certificate in Digital & Web Design

Computer based graphic & web design

Port Elizabeth Technicon, South Africa:

2001

Certificate in Basic Photography – part time

Rhodes University, South Africa:

1995 - 99

Bachelor of Arts in English & Psychology

& Journalism /Drama /Computer Literacy

Rustenburg Girls High School, South Africa

1990 - 94

Grade 12 (A Levels)

English/Biology/History/Maths/Home Ec

Employment (cont.)

Bronwyn Matlock Photography

Responsibilities

July 2002 – May 2003

My own photo and design company – photo's and design for business, functions & family including corporate stationery, website design & function photography.

Photographer & Graphic Designer

Photo Excellence, Kodak, SA

Responsibilities

August 2000 – September 2001

All aspects of running a busy, medium sized photography lab.

Photo & Sales Assistant/ Printer

Pica Industries, Port Elizabeth, SA

Responsibilities

March 2000 – July 2000

Creating a digital & mechanical filing system/ Switchboard Dictation & typing of letters, memo's & notices

Personal Assistant

Foto First/ Greaves Photography, SA

Responsibilities

Nov 1997 – Nov 1999

Extensive photographic knowledge/ Mounting photographs Shop and window display / Cash register & pricing stock

Photo & Sales Assistant

Hobbies & Interests

Photography, Graphic Design & novels, Film, Comic & Modern Art

Please note: All visa and work requirements (NI number- SE20 45 57 B) are in order and up to date – visa valid until April 2007. I will gladly provide you with copies of these documents or any other details should you require them.