

NIKKI

I'm resourceful, creative, super-organised and happy to do just about anything on a PC. Photoshop and Excel are my babies and I would consider myself a computer power-user in general.



In both my personal and professional life, I believe in the following motto:

"Never regret what you have done, only that which you never tried."

PERSONAL DETAILS

Full Name: Nicola Dickson
Date of Birth: 12 October 1974
Driver's Licence: Code 08, own car
Health: Non-smoker, non-drinker
Married (1 dependant, age 9)
E-mail: Nikki@AdminRelief.co.za

EDUCATION

Three Year Full-time National Diploma in Production Management

: Subjects :

- Communications and Human Resources
- Marketing
- Computer Studies
- Finance and Administration
- Manufacture and Construction
- Pattern Making and Cutting Room Control
- Productivity, Organisation and Control
- Workstudy

HOBBIES/INTERESTS

- Crafts/design (jewellery, sewing, upcycling)
- Swimming
- Medical forensic TV programmes
- Xbox Kinect with my family
- Travel

DICKSON

SKILL SET AND EXPERIENCE

: Creative :

- Copywriting and re-writing
- Designing infographics, flyers, posters
- Logos and business stationery
- Digital ads for Facebook or email
- Sketching, painting and illustrating

: Office :

- Transcribing and dictaphone typing
- Microsoft Excel : Advanced; creative design; bookkeeping
- Microsoft Word : Advanced; document design/formatting
- Microsoft PowerPoint : Advanced
- Travel arrangements (flights, Airbnb, itineraries, research)
- CRM and customer support
- Elite Enterprise Accounting : Basic - Intermediate
- Debt collecting and creditor's control

: Online :

- Facebook : Creating/managing targeted campaigns; scheduled posting; ad design
- Word Press : Intermediate (design and update)
- Chrome/Internet Explorer/Firefox
- Google Analytics
- Freshbooks : Basic
- Wave : Basic

Eventing :

- Sourcing décor/props/entertainment
- Design of all "eventceteras" (invites, seating plans, menus, thank you cards, place cards)
- Styling of event
- Craft facilitator at parties

Sep 96 - May 00 Datatec Group of companies, Cape Town

During my time with Datatec, the company changed names from ITI, to IT-IQ and finally branched into subsidiaries. Eventually, the Cape Town marketing department of IT-IQ was closed and I was retrenched. Below is an outline of my roles and development within Datatec:

Administrative Co-ordinator for ITI. Responsible for the efficient control of all administrative functions relating to the booking, confirming and running of technical training courses.

Student Advisor/ Internal Sales for ITI. Responsible for generation of sales to private students, and CRM.

Assistant to Sales/Marketing Manager for IT-IQ. Responsible for assisting Sales Manager with marketing and communication campaigns for key clients; full secretarial support of Sales Manager and liaison between sales team and Sales Manager.

Marketing Assistant/Project Manager for In the Loop. This branch dealt with change management marketing. Responsible for designing / sourcing of marketing gimmicks, basic DTP, illustrations and co-ordinating projects from

Jun 00 - Apr 01 ForwardSlash, Cape Town | Brand Loyalty Marketer

Online casino marketing and call-centre, responsible for full retention marketing to one brand. Role involved extensive copy writing, creative promotion development, implementation and reporting; research into online gaming trends and high roller behaviour for retention purposes.

May 01 - Feb 03 Various temporary work in London, followed by six months travelling Europe, North America and Australia.

Mar 03 – Aug 05 Yeshiva of Cape Town | Office- and Events Co-ordinator

Office management; graphic design of off-line marketing material; marketing and function co-ordination (including full décor design and implementation); website design and maintenance; PA function to Rabbi, as well as comprehensive reporting and administration for Chairman and Board of Governors; client liaison with students, congregants, suppliers and rabbis.

Sep 05 – Mar 06 Freelance graphic design

Apr 06 – Jun 07 Jenman African Safaris, Cape Town | Online Marketing Manager

Responsible for maintenance and development of travel websites and online communications for inbound tour operator including design of new websites; advertising on 3rd party sites; database maintenance / training; html mailers; copywriting; designing of advertisements

Jul 07 – Jan 12 Webber Wentzel Attorneys, Cape Town | Property Finance Secretary

Working on a property development project in the Seychelles called Eden Island, this position was initially focused on general office administration, but developed into more financial administration, working largely in Excel and Elite accounting software. Also responsible for training / mentoring junior staff; administering purchaser investments; chasing debtors; and offshore invoicing.

Feb 12 to date Freelance design, Word Press websites, transcription typing and administration, under the name of Admin Relief.

COURSE ATTENDANCE

- Microsoft Excel, Word and PowerPoint for Windows v7.0
- Fred Pryor Seminar: Exceptional Customer Care
- Intro to CorelDraw 8
- Conversion Optimisation by Leon Lategan

REFERENCES

- Shane Killeen, Shout Factory, 083 679 1186
- Haniyyah Salie, Attorney at Webber Wentzel 021 431 7000
- Peter Smith, Eden Island, 021 683 3568
- Jonathan Glass, Founder - Yeshiva of Cape Town