



Elsie Janse van Vuuren

Creative Designer

ABOUT ME

In the creative world, I'm a color-splashed creative dynamo, blending my passion for vibrant hues with an array of crafts. My artistic wizardry turns the ordinary into a kaleidoscope of creativity, leaving a trail of colorful and passionate artistry in my wake. In my capacity as an Executive Assistant, I delivered essential administrative support to high-level executives. Simultaneously, as an Observation & Effectiveness Officer, I analyzed operational processes, providing insights to enhance overall organizational efficiency.

CREATIVE SKILLS

Graphic design, Website design, Embroidery, Digitizing, Millinery designer, sublimation printing,

CORPORATE SKILLS

Executive Assistance, Diary Management, Minute taking, Event Planning, Corporate functions, Project Manager, Data Analysis, Effectiveness Testing, Branch Observations, Report writing and work from home setup.

CONTACT DETAILS

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📍 Randburg
🌐 www.quinbica.com

WORK EXPERIENCE

- **Nedbank (1995 - 2023)** broken service
Secretary to Head: Credit Inspection
Secretary to National Manager Collections
Personal Assistant to Executive Retail Credit
Personal Assistant to Head: Personal Loans
Exec Personal Assistant to Executive Marketing
Exec Personal Assistant to Executive ICE
Exec Personal Assistant to Executive Innovation
Sr Team Member for the Backs team
Observation and Effectiveness Officer for the LEAM Team
- **Boland Bank (1993 - 1994)**
Secretary to National Investment Manager
- **Nedbank Ermelo (1992 - 1993)**
Secretary, Enquiries, Waste, Teller, Teller 1
- **Sasol III: Administrative Services (1988 - 1992)**
Secretary in the Language Department also typing codes and procedures for Sasol III.

EDUCATION

Red & Yellow (2024)

Digital Marketing

Red & Yellow (2023)

Graphic Design Intermediate | Web Design

AAA School of Advertising (2003-2004)

- Principals of Graphic Design
- Multimedia
- Web Design (Dreamweaver)

Intec College (1991)

- Secretarial Studies

Evander Technical College (1988-1989)

- Secretarial Certificate (N4)

Highschool

- Matriculated in 1987

