



Surname: Ihlenfeldt
First Names: Donae Lee
Date of Birth: 21 May 1975
Nationality: South African
 Cell: 082 313 1908
Email: pba@iafrica.com

Education:

| | |
|---|--|
| Secondary: | |
| Institution : | Achievements: |
| Stirling High School (1988-1993) | Matric Certificate |
| | Interact Member |
| Tertiary: | Degree(s) or Diploma(s) obtained: |
| East London Technical College (1995-1996) | National N4 – N6 – Computer and Accounting Certificate |

Language Skills:

| Competence scale 1 – 5 (5 = excellent; 1 = beginner) | Reading | Speaking | Writing |
|--|---------|----------|---------|
| English (1 st language) | 5 | 5 | 5 |
| Afrikaans (2 nd language) | 5 | 4 | 5 |
| Xhosa (3 rd language) | 0 | 0 | 0 |

Executive Summary:

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|--------------------------------|
| Secretarial and Administration |
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Other Skills:

| Computer Skills: | Competence scale 1 - 5 (5 = excellent; 3 = average; 1 = beginner) | Rating |
|-------------------------|---|--------|
| Internet | | 5 |
| Microsoft Excel | | 4 |
| Microsoft Outlook | | 4 |
| Microsoft Word | | 4 |



Summary:

I am responsible for working the switchboard, balancing petty cash, organising accommodation and booking conferences for delegates, assisting and completing forms for submissions of database applications, assembling documentation for BEEE applications and tax clearance certificates, typing letters or other documents and receiving and checking tax invoices before they get processed.

Professional Experience:

| Period | Position | Company |
|----------------|---------------------|--------------------------------------|
| 1997 - 2007 | Production Manager | King Pie East London |
| 2007 - present | Secretary and Admin | Pulana Baxter and Associates CC (EL) |

Hobbies and Other Interests:

I enjoy reading a good book and baking. I enjoy spending time with my family, going camping and appreciating in the outdoors. I find enjoyment in being creative and making special things for friends and family for birthdays and special occasions; capturing their memories and putting them in a card, booklet or disk for them to keep forever. Likewise planning special events such as birthday parties and anniversaries brings me great joy. I love co-ordinating, overseeing the themes, coloursetc and creating the décor myself.