

CURRICULUM VITAE OF MATHILDA LATIGAN

Framecore Bookkeeper

Profile:

Mathilda has many years of administration experience from pastel software to excel formulae and sheets. She is also a team player.

Employment History:

- **French Car Centre**
Period: Nov 2015 – Feb 2020
Position: Service Advisor
Role: All administration duties.
- **Tri-Star Building Cape**
Period: Oct 2012 – Oct 2015
Position: Administrator
Role: All secretarial duties.

Experience / Education

- Matric – Completed 2003
- Diploma at Isa Carstens Health and Skin Care Academy – Completed 2007
- Present Software Training: November 2014 Office Administrator Cert
- Sage workshop 1: July 2013 Worksheets & Formulae 2007
- Sage workshop 2: July 2013 Date Lists & Macros 2007
- Sage workshop 3: July 2013 Pivot table & Pivot charts 2007
- Boland College Stellenbosch: November 2007 Ms Excel 2007 course
- Preferred Solutions: November 2004 Pastel Partner V7 course

References:

- Clifford Hendricks, Owner, French Car Centre,
frenchcarcentre@gmail.com



Personal Details:

- Mathilda Latigan
- Tel: 021 180 1653
- Mail: mathilda@framecore.co.za
- Address: No. 5 Imola Close
Killarney Gardens, 7441

Skills:

- Team player
- Attention to detail
- Administration
- Excel formulae
- Accounting
- Journals