

Curriculum Vitae

Leigh-Ann Stevens

PERSONAL INFORMATION

Nationality: South Africa
Age: 31
Languages: English and Afrikaans
Email: leighann.stevens@gmail.com
Cell: 083 655 6754

GENERAL

Availability: Immediate
Salary requirements: Negotiable + benefits
Transport: Own car
Computer literacy: Excellent

SCHOOLING

1997 – Matriculated at Merensky High School, Tzaneen

PROFILE

I consider myself an enthusiastic communicative and intuitive individual, capable of establishing and maintaining relationships with clients, partners and business associates. My ability to work with people from a variety of backgrounds has been one of my major qualities. I believe I have always displayed strong leadership qualities and sound ethics. Building relationships and fostering a sense of team work comes naturally to me and I will be a motivated and dedicated member of any organisation of which I form part.

Given my varied business experiences, I aim to further my career and personal development by forming part of a well placed organisation that I can help grow. I hope to work with people of integrity and sound values and aim to play a part in the growth of a dynamic organisation.

CAREER SUMMARY

2010 to date **Bonisani Publications**

Sales and Marketing

Bonisani publication is a small, family owned publications business. My role has been broad and I have been required to perform a multitude of tasks and functions relating primarily to marketing and growing the trade side of business.

Main job tasks:

- Ad sales
- PR and networking at major new product launches and events
- Presenting creative ideas and pitching for new accounts
- Researching market trends, competitor activity and consumer preferences
- Managing client advertising programmes - graphic design, press releases and advertorials
- Crisis management
- Building relationships with ad agencies

Reason for leaving: The CEO of the company is emigrating.

2006 – 2010 **Bidline Auction**

Senior Sales Consultant

Bidline Auction specialises in commercial, industrial and residential properties.

I began at Bidline as a junior member of the sales staff and progressed to a senior sales consultant where I partnered with a senior colleague in the company. We sourced “stock” from Blue Chip commercial property companies and successfully concluded the deals. I received an excellence award in 2007 and a top achiever award in 2008. This was a great learning opportunity where I gained the valuable experience of effectively running a business unit within a larger business. I acquired a sound knowledge of the commercial and legal components of large property transactions and was required to work with sellers and buyers at a high level.

Main job tasks:

- Property valuations and sales presentations
- Deeds office searches

- Monthly sales reports
- Developing and maintaining a customer database
- Preparing sales action plans and schedules
- Developing and maintaining sales and promotional materials
- Planning and conducting direct marketing activities
- Negotiating with clients
- Developing sales proposals
- Presenting sales contracts
- Preparing portfolios for auction
- Preparing sales contracts

Reason for leaving: The Company did not do well during the recession and has recently closed down.

Reference: David Soutter: 083 325 7152

2002 – 2006 **Jordan Properties**
Sales and Marketing

Jordan Properties is a property development company based in Johannesburg. I was employed in the Sales & Marketing division.

My work included supervising the front office, sales administration, as well as being involved with the design and artwork of all their advertising campaigns. I was also involved with the public relations side of the business, and I helped with organising functions. For example, I hosted a group of media people who flew to one of Jordan Properties' developments near the Kruger National Park. A typical day in the office for me would include designing a magazine advertisement, arranging a client function or doing a report for the sales team. My responsibilities were spread across the full spectrum of the business.

Main job tasks:

- Managing the marketing side of the business and generating sales reports
- Handling of internal leads
- Updating the website
- Assisting in writing and editing sales and marketing materials
- Preparing press releases and company newsletters
- Providing personal and administrative support to directors

- Managing marketing and event budgets
- Coordinating catered events for clients along with dinners and launches

Reason for leaving: The CEO moved his offices to Hoedspruit.

Reference: Kerry Mawson: 083 445 0425

1998 – 2002 **Telenet**

Shop Assistant

After I matriculated I was asked to assist in opening Telenet in Hoedspruit, where I had the opportunity to learn about business practices and acquired computing skills. The business started by basic automation services and later grew into a telecommunication service centre. This experience was my introduction to the business world.

Main job tasks:

- Assisting clients with internet
- Preparing documentation for clients
- Lay out and printing of documents

Reason for leaving: I relocated to Johannesburg

Reference: Debbie Thompson: 082 9400 651

Hobbies:

- Gardening
- Restoring old wood
- Reading
- Cooking
- Horse riding