

Jenna Hills - Curriculum Vitae

Contact details

Name	Jenna Andwyn Hills
Current Job Title	Proofreader
Phone – Cell	+27 082 563 6425
Phone – Work	“
Phone – Home	“
E-mail Address	hillsjenna@gmail.com
Physical Address	17 Roseland Road, Rondebosch, Cape Town, South Africa, 7708

Personal Details

ID number	8406150220086
Notice / Availability	09/06/01
Location	Based in Cape Town, South Africa but flexible
Date of Birth	1984/06/15
Title	Miss
Gender	Female
Employment Equity	Caucasian/White
Nationality	South African

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Career Details

Required Position	Proofreader, Sub-editor
Position Type	Either Contract or Permanent
Career Level	Junior/ Mid Career
Main Skills	<ul style="list-style-type: none">• Deep understanding of the English language;• strong editing and proofreading skills;• strong computer literacy skills;• ability to follow instructions and requirements with precision;• confidence to query sense and grammar construction;• experience with functional and grammatical analysis;• strong attention to detail; and• ability to time manage and meet deadlines.

Education – Secondary Schooling and Tertiary Education

Year Matriculated	2002
Last School Attended	Woodridge College
Subjects	English, Maths, Biology, Afrikaans, History, Geography
Achievements	I won best English Student in my final year.
Tertiary	I have completed two years of my BA degree (Rhodes, University) and have completed three years of Linguistics. The subjects I have studied include English, French and Philosophy with my majors being Linguistics and Psychology.

Courses Attended

Year	Duration	Course	Institution
2007	1 month (intensive)	Media Relations	Captivate Media
2007	1 month (intensive)	TEFL certificate – Teaching English as a Foreign Language	Language School of Cape Town
2009	2 weeks (intensive)	Teaching Business English as a Foreign Language certificate	InLingua
2009	3 months	Legal terminology and document formatting training	Exigent

Experience

Type of Experience
<ul style="list-style-type: none"> • After Matriculating with exemption at Woodridge College in 2002, I moved to Johannesburg and took up full time modelling for two years and was generally successful in this field. • In 2004 I spent six months working for Renault. My responsibilities included setting up stands, recruiting interested buyers and demonstrating the cars' features. • In 2005 I began my studies at Rhodes University in Grahamstown, a prestigious institution well-known for its thriving English and Linguistics Departments. • In 2007 I took part in Miss South Africa. I made it to semi-finals with 30 other young women. I found this experience both challenging and rewarding. It taught me how to remain calm under immense pressure and scrutiny. • During the first five months of 2008 I was employed at Curves Gym for Women. My responsibilities included training the clients and coaching them on healthy living. I was in charge of recruiting new members and selling contracts. I performed various administrative tasks such as updating the system and following up on clients telephonically. • I am currently employed at Exigent as a Proofreader. Exigent is a South African based company that handles various United Kingdom law firms' document formatting and proofreading.

Current Career

Period	2008-2009
Current Position	Proofreader
Company Name	Exigent
Technologies	Document formatting for Law firms
Responsibilities	<ul style="list-style-type: none"> • Formatting documents into house style; • correcting grammatical errors; • rewriting so as to achieve correctness and professional tone; • researching client and matter in order to achieve accuracy; and • liaising with client on suggestions and deadlines. <p>My team deals specifically with Pinsent Masons, a large UK Law firm. My core responsibility is to proofread contracts and correspondence before it is sent to Counsel/Court. This process includes a gradual build-up of text that travels between client and myself until all amendments are finalised and engrossments created.</p>
Reason for Leaving	While I have found working for Exigent a pleasant experience, and one which I have benefited from immensely, I wish to

travel.

Additional Information

Career Objectives

- I believe that I have acquired a valuable skill set at Exigent and it is now time to advance my career. Ideally, I require a job that guarantees geographical flexibility but also provides me with a challenge. I want to learn more about the global market and economics.
- Studying Linguistics and Psychology has equipped me with skills in Communication and Public Relations. The knowledge I have gained also allows me to be successful in fields such as Education, Media Relations and Corporate Communications.
- My best attribute would be that I am very adaptable. I have always been very creative which enables me to act with initiative.
- I am a very diplomatic person and can organize and delegate effectively.
- I am by nature a leader and have always been able to build a team out of the people around me.
- I thrive under pressure and stick to deadlines.
- I love a challenging situation where I find myself having to communicate and negotiate with different people.
- I am loyal and eager to learn and I am not afraid of hard work and long hours.
- I see myself as a very ambitious apprentice and would like to work my way up the ladder where I can contribute effectively and be of great value to my organisation.

References

Company	Miss South Africa (affiliated with Sun International)
Contact person	Adrian Skelly
Position	Co-ordinator
Phone Number	+27 021-685-4597
Company	Jaquai or Michelle McLean
Contact person	Captivate Media Training
Position	Director
Phone Number	+27 082-589-1264
Company	Shine Modelling Agency
Contact person	Gavin
Position	Agent
Phone Number	+27 083-456-2848
Company	Curves Gym for Women
Contact person	Laurene
Position	Manager
Phone Number	+27 083-425-7462
Company	RGT Smart
Contact person	Neal Bruton
Position	Director
Phone Number	0826581767
Company	Rhodes University, Department of Journalism
Contact person	Paul Richard Hills
Position	Senior Lecturer and Head of Rhodes TV Journalism
E-mail	p.hills@ru.ac.za