

ERIN JARVIS

MARKETING GRADUATE

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I am a young, optimistic and driven individual who has a passion for all things people. Coming from a sporting background, I have acquired a number of meaningful life skills such as tenacity, dedication and hard-work. These attributes have propelled me through life and have driven me to always give 100%. After spending the last few months travelling around Europe, my eyes have been opened to a wide variety of opportunities presented to willing young people prepared to engage. I am very keen to explore different areas within a business, growing my understanding and my competencies. I hope to put all the lessons I have learnt into practice in a graduate scheme, with the hope of building a variety of business skills.

EDUCATION

Higher Education: Diocesan School for Girls 2014-2018

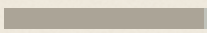
- *Studying: English Home Language, Mathematics, Afrikaans Second Language, Life Science, History, Business Studies*

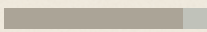
Undergraduate Degree: Sport Science Stellenbosch University, South Africa 2019-2021

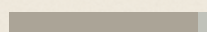
- *Majoring in Psychology*

Postgraduate Diploma in Marketing Stellenbosch University, South Africa 2022

SKILLS

Communication  95%

Time-management  85%

Problem Solving  90%

WORK-RELATED EXPERIENCE

Student/Temporary Creditors Clerk

Airvent Airconditioning and Ventilation, 2021

- *Assisted with basic bookkeeping, filing and organising of accounts and paperwork in Airvent offices based in Brakenfell, Cape Town.*
- *Worked with basic PASTEL accounting software.*

Freelance Marketing Assistant

Clockwise Marketing, 2021

- *Assisted with blog writing, social media planning and reporting on account progress.*

Project: Development of Presentation for Global Leadership Conference

Mercer, 2023

- *Compiled a CANVA based presentation for the welcoming of the global leadership conference based in London, United Kingdom.*

WORK-RELATED EXPERIENCE CONTINUED

Thesis: Developed a complete and thorough marketing plan

Kariega Foundation, 2022

- *Developed a marketing plan for the Kariega Foundation, an NGO focused on the preservation and protection of wildlife as well as the upliftment of local communities.*
- *Complete document includes internal and external analysis, brainstorming, problem-solving, finding innovative and creating a unique and achievable marketing plan for the Foundation.*

OUTREACH

Sanitary Towel Drive

- *Co-organised a sanitary towel drive, providing over 1000 underprivileged girls with sanitary towels in the month of August, 2021 around the Western Cape, South Africa.*
- *Involved planning, coordinating, communicating and delivering the sanitary towels.*

Organised Easter Egg Drive

- *Organised, collected and delivered over 1000 Easter Eggs to less fortunate schools across the Western Cape, South Africa, for two consecutive years, delivering to underprivileged schools, old-age homes, schools and local communities.*

Part-time Student Assistant

Heatherbank Township School, 2018

- *Assisted in teaching and playing with local children in township school, as well as assisting the teachers in planning lessons, looking after the children and overseeing safety.*

Assisted in re-painting a school

Painted school in village surrounding Stellenbosch, Western Cape, 2022.

- *Voluntarily assisted in the re-painting of a local school exterior, before school commenced for the second term.*

LEADERSHIP & EXCELLENCE

- Represented South African Junior Swimming Team (2016).
- Represented South African Junior Waterpolo Team (2017).
- Captain of the Eastern Province Girls' Waterpolo Team (2018).
- First Team Waterpolo Captain (2018)
- Member of school Executive Prefect Body (2018)
- Mentor in University Residence (2020-2021).
- Manager of Eastern Province Girls Waterpolo Team (2019).
- Completed the Leadership Summit for Aspiring Leaders (LSAL) leadership course (2022).
- Supervisor of the Belgian Arms Gastropub (2023).