



JULIAN H BAKER

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ABOUT ME

I am an energetic and professional individual who wishes to dedicate all my resources in the pursuit of my career. I am always willing to learn and further my skills.

SKILLS

Excellent writing and communication skills, with experience creating high-quality content.

Extensive knowledge of Microsoft Word and Excel. Proficient in the school programs – SASAMS & POLYGON.

Strong work ethic. Excellent time management. Self-Reliant but able to work in a team. Always willing to take on more responsibility.

EXPERIENCE

FLAMINGO PRIMARY SCHOOL • JAN 2021 • CURRENT

Managed and performed administrative duties for the school library and office. Provided pastoral care for learners between the ages of 6 -10 years old.

BLACKHEAD CONSULTING • JAN 2018 • NOV 2018

Supervisor of field consensus workers. Administration and HR of these employees. Handling day to day for the team.

EDUCATION

WILLOWMEAD SECONDARY • 2012 •

Subjects: English, Afrikaans, Math Literacy, Life Science, History, Business Studies.

ATVANCE ACADEMY • 2018 • NQF 4 – INFORMATION TECHNOLOGY

LEADERSHIP EXPERIENCE

Supervised a team. Was able to proficiently execute all necessary HR and Administrative responsibilities. Team of 24 employees were managed with an achieved outcome.