

DANIELLA DUXBURY

BCOM: Law; LLB

7 MIDSTREAM HILTON HEAD ISLAND, SC 29928
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CAREER FOCUS

Ambitious with a strong work ethic. Exceptional customer-relation and decision-making skills combined with a professional demeanor, common sense, imagination, energy and great initiative makes for an energetic, results-oriented team player with a high level of adaptability. Hard-working, multi-tasking, proactive and resourceful. Highly organized and meticulous. Attentive to detail and accuracy, committed to excellence and quality, look for improvements continuously, targets and achieves results, prioritizes tasks, overcomes obstacles, accepts accountability.

SKILLS

- Type 75 WPM
- Mac & Windows proficient
- Microsoft Office, Excel, PowerPoint, Outlook, Word
- iWorks, Pages, Keynote, Numbers
- Spreadsheet creation, entry and formulation
- Versed in Pastel Accounting software
- Background in SAS programming
- Visual Basic programming
- MICROS & Open Table systems
- Critical thinker
- Self-starter with professional manner
- Highly organized with superior attention to detail
- Active Learner
- Planning and Co-ordination
- Creative Problem Solving
- Excellent communication skills
- Creative writing
- Hands-on

ACCOMPLISHMENTS

CUSTOMER SERVICE:

- Meet and greet all resort guests
- effectively managed various types of lessons and acted as a role model for clients and coworkers
- learned about all available products and services and communicated & sold the products to the guest
- handled customers effectively by identifying needs, quickly gaining trust, approaching complex situations and resolving problems to maximize efficiency
- acquired extra training whenever available to adapt to the clients changing needs and desires
- assisted in the Adaptive School for children with special needs

LEADERSHIP

- Make difficult decisions; use consensus whenever possible, communicate decisions to others in a straightforward and honest manner
- Recognize problems and respond by systematically gathering information, sorting through complex issues, seek input from others and addressing the root cause.

ADMINISTRATION

- Proficient in telephone, e-mail, and reservations at front of house within high-volume environment.
- Filing, developing spreadsheets, faxing reports, photocopying and scanning documents.
- Arranged, scheduled and coordinated all logistics for staff and equipment
- Sourced, investigated costs, reviewed quotations, secured and reduced fees, processed billing for outsourced equipment

WORK HISTORY/EXPERIENCE

PRODUCTION ASSISTANT, SUBURBAN FILMS JOHANNESBURG, SOUTH AFRICA
2010

Assistant to the production manager. Ascertaining required production equipment, sourcing and booking lighting, sound & camera technicians, managing quotes, billing accounts, co-ordinating shoot dates to ensure smooth running and performing all general errands required by office management.

3-6 SKI INSTRUCTOR, VAIL RESORTS BEAVER CREEK, CO 2009-2010
Returning employee. Teaching children aged 3-6 and older the basic skills required to ski from beginner to advanced. Co-ordinating classes, entertainment, early childhood development and progressive skills advancement, as well as instructing in the adaptive program for children with special needs.

HOSTESS, GROUSE MOUNTAIN GRILL BEAVER CREEK, CO 2009-2010
Evenings. Greeting, seating and ensuring hospitality to guests of the restaurant. Co-ordinating restaurant operations between kitchen and reservations. Handling room service orders.

ADVENTURE STAFF, CAMP ID-RA-HA-JE BAILEY, CO 2009
Set-up, co-ordinate, break-down camp activities. Lead groups of 10 or more on adventure camps including hiking, rock climbing, kayaking, mountain biking and river rafting.

EVENT PLANNER, SPIN-2-CARE PRETORIA, SOUTH AFRICA 2008
Organizing and managing the event fundraising and sponsors. Co-ordinating the setup and running of the event. Follow up with participants and sponsors post event.

EDUCATION

UNIVERSITY OF PRETORIA, LYNNWOOD, SOUTH AFRICA

LAW - BACCALAUREUS LEGUM 2006-2008

FOCUS: Environmental, International Humanitarian and Cyber Law

Passed with Distinction, awarded Honorary Academic Colours as well as yearly achievement bursaries and placement on the Deans Merit List

DISSERTATION: The Kyoto Protocol vis-a-vis Customary International Law: a brief look at compliance measures and liability

BUSINESS - BACHELOR OF COMMERCE WITH SPECIALIZATION IN LAW
2004-2006

MAJORS: Economics and Financial Management

Passed with Distinction awarded yearly achievement bursaries

Member of the Golden Key International Honour Society

ST. STITHIANS COLLEGE, RANDBURG, SOUTH AFRICA
1999-2003

Head of the Academic Committee, member of the Darwinian Society, Cultural Exchange student to Bishops College, Canada, Matriculation with University Exemption awarded distinctions in Mathematics and Biology

CERTIFICATES

- Level 1 First Aid
- Red Cross CPR
- Wilderness First Aid
- Intermediate Foundation Royal Academy of Ballet
- PADI Advanced open water Scuba-diver
- Motor-Yacht Day Skipper

PERSONAL INTERESTS

Lead Actress: “Penelope” in the play of “The Cry of Winnie Mandela” University of Pretoria Law Festival (2008)

Lead Actress: Lukie Carelse’s “Rocking Classics” Music Video FC Hamman Films (2008)

Dancing, music & piano, reading, fitness, tennis, golf, squash, swimming, scuba diving, skiing, mountain biking, kayaking, hiking, white-water rafting, rock climbing, rappelling, sailing, soccer, cooking, photography, acting.

REFERRALS

“... is confident and eloquent, presenting herself with grace and honesty. She has consistently proven herself to be intellectually and technically competent, loyal, of strong character and compassionate. She commits herself to the task at hand and aims for the top. Daniella is a natural born leader and has built on this strength by exercising it consistently.”

Danielle Du Plessis

Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere. Works productively, meets deadlines, dependable in keeping commitments, completes tasks in a timely manner, punctual attendance at work and meetings, shows consistent effort.

Vail Resorts, Performance review

KEYWORDS

Hardworking, Scheduling, Multi-task-oriented, Service Oriented, 75 WPM, Adaptable, Flexible, Articulate, Consistent, Dependable, Personable, Detail-oriented, Energetic, Enthusiastic, Focused, Organized, Proactive, Reliable.

7 Midstream
Hilton Head Island, SC 29928

9 July 2010

Dear Sir/Madam,

RE: GRADUATE JOB SEEKER

In April 2009 I graduated with distinction after 5 years of full time study at the University of Pretoria in South Africa with both a BCOM degree specializing in law and an LLB. My desire is to explore all opportunities that exist related to my studies. I am extremely well travelled and have a broad general knowledge supplemented by my majors: Economics, Financial Management, International Humanitarian Law, Cyber Law and Environmental Law, all of which are becoming very important global topics.

Last year I made the decision to relocate with my family to Hilton Head Island, South Carolina. Since then I have enjoyed the opportunity to explore the greater United States while accepting seasonal work where possible. During brief periods of work and international travel I have also found the time to participate in community based workshops as well as financial workshops in an effort to acquaint myself with American systems including Investment, Banking, Tax, Law and Pensions.

It goes without saying, that I am extremely hard working and exceptionally keen to learn whatever I can. I am aware of the difficulties inherent in the current economic situation and realize that jobs are scarce and hard to come by, but I am determined to work and will consider any job as a learning opportunity.

I enjoy engaging with people, am polite, respectful and have a sense of humor. I am an eternal student with a constant desire to learn. My work quality is meticulous, the result of excellent administrative skills and a dedicated work ethic. I am ambitious, goal minded, focused and driven to succeed.

I have attached my resume for your consideration, however, I believe my personality, self-confidence, honesty, loyalty and determination to succeed, far outweigh any of my academic records or achievements.

Your consideration and kind assistance would really be greatly appreciated.

Yours faithfully,

Daniella Duxbury

I have great deportment, a stunning face, good speech, easy going, approachable, friendly, considerate, attentive. Should be a television presenter/news anchorwoman

Accomplished, Adaptable, Ambitious, Analytical, Articulate, Business-savvy, Client-focused, Conscientious, Consistent, Creative, Customer-focused, Customer-service focused, Deadline-driven, Deadline-oriented, Dedicated, Dependable, Detail-oriented, Disciplined, Driven, Dynamic, Effective, Energetic, Enthusiastic, Experience, Expert, Flexible, Focused, Gifted, Hands-on, Hardworking, High-performing, Innovative, Mature, Meticulous, Motivated, Multi-task-oriented, Organized, Outstanding, Performance driven, Personable, Positive, Pragmatic, Proactive, Productive, Proficient, Reliable, Resourceful, Responsible, Results-oriented, Seasoned, Self-directed, Service-driven, Skilled, Strategic, Superior, Talented, Versatile, Well-qualified

PERSONAL INFORMATION

Born and educated in South Africa, I made the decision to relocate with my family to South Carolina in 2009. Since then I have enjoyed the opportunity to explore the greater United States while accepting seasonal work where possible. During brief periods of work and international travel I have also found the time to participate in community based workshops as well as financial workshops in an effort to acquaint myself with the American systems including Investment, Banking, Tax, Law and Pensions. It is clear that I am self-motivated, a capable leader and am willing to work hard to achieve my goals. I enjoy engaging with people, am polite, respectful and have a sense of humour. I am an eternal student with a constant desire to learn and better my expertise. My work quality is meticulous, the result of excellent administrative skills and a dedicated work ethic. I am goal minded, ambitious, focused and driven to succeed.