THE TASK STUDIO / FICTIONAL SAMPLE

Lerato Daniels

Entry level administration and customer service

Cape Town, South Africa | lerato.daniels@example.com | Contact details on request

Profile

School leaver with practical experience supporting a community book drive. Comfortable organising information in spreadsheets, answering questions and helping a team meet a deadline. Seeking an entry level administration or customer service role.

Skills

Spreadsheet basics | Clear written communication | Record keeping | Teamwork | Customer assistance

Project experience

Volunteer project assistant | Community book drive | July to September 2025

- Recorded donated books in a shared spreadsheet so volunteers could find and sort items.
- Answered collection questions and passed queries to the project organiser when needed.
- Prepared labelled boxes and checked items against the collection list.

Education

National Senior Certificate | Example Secondary School | 2025
Subjects included English, Business Studies and Computer Applications Technology.

Additional information

Languages: English and isiXhosa
Available for entry level opportunities in Cape Town.

Demonstration only. This fictional person, school and project illustrate a CV layout.