

CURRICULUM VITAE

Curriculum Vitae
Tayrene Cooke
12 May 2016

Personal Details

Name and Surname Ms Tayrene Cooke
Nationality South African
Languages English (primary); Afrikaans (secondary)

Personal Profile

Contact Information:

1. Tayrene Cooke - 074 424 6848
2. e-mail: tayreneshaw_cooke@yahoo.com

Health:

Excellent / Healthy
Current driver's license (expiry date: 22/12/2019)

I have no criminal and/or credit record

COMPUTER LITERACY

- MS Word Advanced
- MS Excel Intermediate
- Internet & E-mail Advanced
- Social Media - Advanced
- Power-point Intermediate
- Nightsbridge Advanced
- Booking.com Advanced
- Lekkerslaap Advanced
- AirBnB Advanced
- Safari Now Advanced
- Website bookings Advanced

Salary required: To be discussed

Notice Period: Available immediately

Position required:

Hotel Manager / Duty Manager / Front of House Manager / Relief manager and/or FOH relief

Can work flexible hours and/or live-in

HOBBIES:

Open water swimming, yoga, cycling, hiking, reading and movies

EXPERIENCE IN SUMMATION

01 February - 30 April	M&C Saatchi Abel Johannesburg	Office move project (contract position for 3
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		months)
FunkyTown South Africa Jefferys Bay	27 June 2012- 22 January 2016	General Manager
Ad-hoc work / events etc / 1x Project Management contract for 2 months and overseas travelling Relief Traffic Manager, for 2 months, at O&M Cape Town	May 2010 - May 2012	Events manager Project Manager Travel Traffic Manager
Softline Pastel: Pastel Evolution	01 August 2009 - April 2010	Managed and Professional Services Manager
Std Bank Africa IT Infrastructure	15 Feb 2010 - 15 May 2010	Change and Communications Manager
Dimension Data	10 Jan 2006 - June 2008	Snr Project and Change Management Manager
Strati-g Cape Town	01 May 2003 - 14 July 2005	Lead Project Manager & Change Manager
20Twenty	01 December 2001 - 01 December 2002	Project Manager
Tinderbox Interactive Multimedia	1997-1998	Operations Manager / Traffic Manager
Berry Bush BBDO	1994-1996	Traffic Manager
OMRSTM - Cape Town	1991 - 1993	Traffic Co-ordinator
Y&R Cape Town	1989-1991	Traffic Co-ordinator
IMA	1987 - 1988	PA to Client Service Directors
Repfin Factors	1982 - 1987	PA to the Managing Director

Experience

Company Name: FUNKYTOWN SOUTH AFRICA: Jefferys Bay
Duration of Employment 27 June 2012 - January 23 2016
Position: General Manager

Responsibilities:

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As a general manager I am responsible for the day-to-day management of FunkyTown (4 star exclusive self-catering accommodation and AA Superior) and its staff. This includes, commercial accountability for budgeting and financial management, planning, organising and directing all hotel services, including front-of-house reception, concierge, reservations and housekeeping

While taking a strategic overview and planning ahead to maximise profits, I must also pay attention to the details, setting the example for staff to deliver a standard of service and presentation that meets guests' needs and expectations. Business and people management are equally important elements

Duties:

- planning and organising accommodation, catering and other hotel services; i.e breakfast/s for guests etc
- promoting and marketing the business (I joined FunkyTown in the start up stage of the establishment. During my work at FunkyTown we achieved TripAdvisor status 1 out of 26 in Jeffreys Bay, Booking.com 9.2 steadily for more than 2 years, great reviews in guest register etc
- managing budgets, financial plan controlling expenditure i.e petty cash / cash payments etc
- working hand-in-hand with company (C Max Investments) secretary
- daily administration
- monitoring of day-to-day operations
- maintaining statistical and financial records
- setting and achieving yearly forecast accommodation figures
- analysing sales figures, devising marketing and revenue management strategies
- recruiting, training and monitoring staff; (housekeeping and relief reception)
- planning work schedules for individuals and teams (housekeeping and relief reception)
- meeting and greeting customers
- reception duties
- dealing with customer complaints and/or comments
- event budgets and roll out, ensuring events and conferences run smoothly
- supervising maintenance, supplies, renovations and furnishings
- dealing with contractors and suppliers (marketing/advertising and suppliers to ito all cleaning materials / coffee/ teas/ milk and many more)
- ensuring security is effective
- carrying out inspections of property and services; preparing for yearly star grading
- ensuring compliance with licensing laws, health and safety and other statutory regulations
- prepare for star grading and maintain all requirements. This is the 3rd year that FunkyTown has been graded 4 star accommodation establishment (exclusive shared accommodation) with the SA Grading council
- marketing and brand building the brand (FUNKYTOWN SOUTH AFRICA: Jeffreys Bay) i.e. caps / T-shirts / bottled Water / athletic apparel

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- responsible for all interaction with booking engines, TripAdvisor, Booking.com, AirBnB, Lekkerslaap etc website development and updates
- social media / regular Facebook updates
- submission of application to the yearly Lilizela Awards (South African Tourism Awards). FunkyTown has reached the Eastern Cape finals in our category for 2 years in a row.

I am a self motivated individual and passionate about my work

FunkyTown is a small establishment (8 rooms), 4 Star rating with self-catering facilities) and I am very hands-on and involved in the day-to-day running of the establishment www.funkytown.co.za

Reference: Included with e-mail. Direct: James Hinton - 082 5572512

Training / Courses Attended

Course	Institution	Year Completed
Project Management	Stellenbosch University Business School	2002
PMI PMP	X-Pert Training College	2003
Project Management Methodology	X-Pert Training College	2003
Project Simulation Training	X-Pert Training College	2003
Project Administration Methodology	X-Pert Training College	2003
Project Methodology Training	Nedbank - In-house training	2007
Advanced MS Project	Nedbank - In-house training	2007
Facilitation Skills	Business Presentation Group:	2003/2004
Presentation Skills	Business Presentation Group:	2003/2004
Nightsbridge	Nightsbridge Head Office Hout Bay and on-site @ FunkyTown Jeffreys Bay	2012
Booking.com	On-site at FunkyTown Jeffreys Bay	2012