

CYLAH DOMONEY



▶ ABOUT ME

Being a warm and energetic people's person that take pride in being well organised, methodical, loyal, hardworking, dependable individual that places great importance on honesty and integrity.

I always go the extra mile with every project undertaken and always seek new opportunities that will broaden my knowledge and improve my skills.

▶ PROFILE

Name	: Cylah
Surname	: Domoney
Date Of Birth	: 02 – March – 1994
Nationality	: Proudly South African
Gender	: Female
Languages	: English and Afrikaans
Address	: Doonside, Amanzimtoti, 4126
Marital Status	: Single
Availability	: Immediate
Criminal record	: None
Email address	: domoneycylah@gmail.com
Cellphone Number	: 079 692 0216

▶ EDUCATION

Tertiary Learning Qualifications:

2017 – UNISA - University of South Africa**Higher Certificate in Life and Environmental Sciences (sem1)**Subjects semester 1:

- Basic Numeracy
- Introduction to Applied Sciences
- Environmental Literacy
- English for Academic Purposes
- Ethical information and communication technologies for Development Solutions

2015 – The School Of Garden Design**Premier Garden Design Correspondence Course**

- Universal principles of design
- Introduction to lawn care, pruning and pest control
- Introduction to selecting plant material
- Introduction to sustainability and biodiversity
- Graduation based on design concepts

2013 – North-West University**BA – Psychology and Tourism Management (First Year)**Subjects First Year:

- Intro to Psychology
- Hospitality Management
- Intro to Tourism Management
- Business Management
- Intro to Geography
- Academic Literacy
- Social and Community Psychology
- Intro to Management and Management Processes
- Intro to Human Geography

► CAREER OBJECTIVE

Being hands-on with my experiences and skills gained thus far places me in good stead to hit the ground running.

Given the opportunity, I am confident that I will exceed your expectations with my infinite potential and drive.

► PERSONAL VALUES

- * Honesty
- * Integrity
- * Respectful
- * Resourceful
- * Determined
- * Loyal

Secondary Learning Qualifications:

2012 – Kuswag High School – Matriculated

Passed with 4 distinctions and obtained University Exemption

- Afrikaans (1st Language)
- English (2nd Language) -Distinction 84%
- Engineering Graphics Design -Distinction 82%
- Life Orientation -Distinction 85%
- History -Distinction 88%
- Business Studies

► EXPERIENCE

September 2015 – August 2018

Junior Landscaper Designer / Garden Heart cc and Tanya Visser

Duties/Responsibilities:

- Designing, drawing of lanscape plans to scale
- Recruiting of new clients
- Presenting plans and quotes to clients, closing of sale
- Managing maintenance sites, staff and subcontractors
- Transporting staff between sites
- Procurement : (ornamentation i.e pots, urns, benches, paving, sculptures, water feature spouts, wrought iron ornamentation, cladding finishes, plant and building material)
- Estate access applications
- Start up and managing company Instagram Account
- Online Designs and assisting with Brainstorming business branding
- Managing Tanya Visser's landscaping content on the Facebook
- Dealing with client queries
- Problem solving
- Processing and submitting of quotes and invoicing
- Follow up on payments due
- Commute work - Managed various sites from start to completion
- Client follow-ups after job completions
- Managing and ordering stationary and Other ADHOC Duties
- Managing and designing Show stands, dealing with exhibit centres for the approval of show stand design, arrainging of staff access, getting electrical COC's and obtaining engineer certificates to approve our show stands.
- After shows, client follow up calls
- Job Costing and filling
- Vehicle service bookings
- Liaising with buildng conrtactors, Architects, Interior designers and Irrigation contractors
- Assisting photograher on site with capturing designs, elements and finishes
- Cobbling and Pulling lines for cobble levels
- Calculating quantities for gravel, soil, gumpoles and Cobbles
- Designing of company portfolio

► ATTRIBUTES

- * Goal Orientated
- * Ambitious
- * Organized
- * Enthusiastic
- * Leadership
- * Attentive
- * Team player
- * Motivated

► COMPUTER LITERACY

- * Excel
- * Word
- * Outlook

Currently Learning

- * AutoCAD

Some success achievements I reached whilst working as a Junior Landscape Designer:

- * 2016 – PMB Witness Garden Show – Won a gold award for the show stand I designed for Tanya Visser
- * 2017 – Decorex – Won an excellence award for the show stand I designed for Tanya Visser
- * 2017 – ECR House and Garden Show – Won a gold award for the show stand I designed for Tanya Visser
- * 2018 – ECR House and Garden Show – Won a Gold award for the show stand I designed for Garden Heart and Tanya Visser

Contact: To be discussed

April 2015 – September 2015

Admin Clerk / Schoemans Plumbers and Builders and Buildrite

Duties / Responsibilities:

- Job costing
- Banking
- Handling Vehicle licensing and booking of services
- Reception including switch board
- Photo Copying, Faxing, Filing of all admin
- Collate invoices and statements
- Managing and ordering stationary
- Capturing invoices into company data base
- Managing offices office supplies
- Other ADHOC duties as assigned

Contact: Sharon 031 914 0051

May 2014 – February 2015

Telesales Agent / The Unlimited

Duties/Responsibilities:

- Selling affordable accident cover to all South Africans.

Some success achievements I reached whilst being a telesales agent:

- * In July 2014 I reached my target and was promoted from Trainee to Trainer.
- * Being success and target driven I was in the company's Magazine called 'High Flyers' a few times in 2014. The June, August and October 2014 Editions.
- * I was nominated 'The Rising Star' of the month in September 2014 and was invited to join the National Rising Star Gala Dinner that was hosted in September 2014 by the top leaders and Vice President and founder of the company
- * I reached another national goal and was invited to join a Rally in September 2014

Contact Jackie : 031 903 4735