

# Lauren Schrimpton

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## About Me

## Detail Info

### Address

16 Davy Road, Newclare Johannesburg  
South Africa

### Birth Date

01/Dec/1984

### Summary

I am a self-starter and most of what I know has been what I have taken on for myself to learn and master. I am driven and ambitious. My love and passion for people enable me to be a good team player. I believe I have the right personality, tenacity and drive to succeed. I know that I will add value, wherever I find myself, regardless of the expectations and I will always set out to exceed those. Loyalty and Integrity together with a pleasant disposition are some of the characteristics I bring with me.

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## Education

## TEFL Universal

Feb 2024 - July 2024

150 Hour Advanced TEFL/TESOL Course

Completed course focused on teaching English as a foreign language to non-native learners

Accredited by: ACCREDITAT

## Eldorado Park Senior Secondary School

2000 - 2003

Grade 12 / Matric

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## Experience

## Breast Care Centre Of Excellence

Feb 2025 - June 2025

Medical Researcher Intern

- Retrieving patient files for processing
- Processing data for Registrars
- processing information on Nodal and various other Spreadsheets

Reference:

Amanda Banda

+27 73 038 6002

## Boxley

Nov 2023 - Dec 2023 HR Assistant

- Scanning and sorting of employee files
- Process wage hours to assist HR manager
- Ensure timely and accurate processing of HR requests
- Act as point of contact between business and HR
- Folding payslips for both monthly and weekly employees

Reference:

Monique Lawson

+27 82 826 4036

# Beith Digital Pty Ltd

2008 - 2020 Various Posts

## **Main duties performed:**

- Drafting letters and company docs/memos.
- Filing and Administration
- Booking of meetings, appointments,
- Processing and document administration of Invoices etc. for Creditors
- Switchboard Relief.
- Processing and preparation of files of hours worked and calculation of overtime for Salaries and Wages before submission to payroll - VIP

## **Staff affairs:**

- Company representative, preparation of, Disciplinary procedures and hearings, Consultations, Grievances lodged
- Taking and distribution of meeting minutes
- Drafting of Employment Contracts for new staff
- Conducting exit interviews with Staff who are leaving the organization
- Completing and process initiation and follow through of WCA (Workman's compensation) forms for employees who are injured on duty. Submitting and follow through of claims.
- EE submissions for the organization and drafting of BBEE File for audit
- Maintaining Workplace Skills Plan /ATR compilations and submissions on annual basis.
- Processing and preparation of files of hours worked and calculation of overtime for Salaries and Wages for sister company "Display Technologies" before submissions to payroll systems – VIP
- OHS Rep (Conducting Fire Drills, Updating OHS files, conducting toolbox talks within the department)

## **Debtors invoicing clerk:**

- Invoice job cards once jobs are completed in Production
- Make sure order ties up with job on the system
- Load new clients onto Pastel
- Credit cover for new/ existing clients with our credit Provider
- Sort out queries with regards to invoices and Purchase orders
- Run and send out statements on a monthly basis to all clients

Reference:

Sindiswa Mabija - HR  
(011) 555-5700

# Lustre Diamond Cutting Works

2005 - 2007

Office Administration

Main duties performed:

- Issuing and receiving work orders
- Ordering stationary and groceries
- Operating the sarin machine
- Measuring diamonds after polishing.
- Assisting Production Manager

Reference:

Joshna Govender (Manager)  
011 333-4100

# Satellite Equipment Unlimited

2004 - 2005

Assistant Secretary

Main duties performed:

- Processing of invoices
- Issuing of job cards for installation.
- Manual preparation of wages
- Reception, stock control and Telesales.

Reference:

Zvi Wagner

011806 7641

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## Projects

### Roots And Wings (NPO)

Oct 2020 - Current

Official/Volunteer

- Minute taking in meetings
  - Assist with reading club and helping with food parcels for the elderly and children.
  - Assist with different kinds of needs when they arise.
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## Skills

Skills:

Technical:

Computer literacy, Administration, VIP Payroll system

Interpersonal:

Confident, Ambitious, Self Motivated, People skills, Problem solving and Conflict Management/Resolution

Other:

Passion for learning and Self Improvement

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## Interest

Music, dancing, singing, working with people e.g. counselling and outreaches for teenagers, charity initiatives.

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## Languages

English, Afrikaans

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## Social Profile

LinkedIn:

[linkedin.com/in/lauren-groenewald-12a548201](https://www.linkedin.com/in/lauren-groenewald-12a548201)