

# Deonne

Governess, Personal Assistant



## Personal Information

Birthdate	1993
Zodiac sign	Sagittarius
Nationality	— South Africa
Marital status, own children	Single, no children
Place of Birth	South Africa, Cape Town
Location	South Africa, Cape Town
Driving License	Yes
Comment on the driver's license	I have South African driver's licence for 10+ years
Have a car	Yes
Sports	<ul style="list-style-type: none"> <li>— Basketball</li> <li>— Boxing</li> <li>— Cycling</li> <li>— Outdoor activities</li> </ul>
Hobbies	<ul style="list-style-type: none"> <li>— Painting &amp; Drawing</li> <li>— Photography</li> <li>— Travelling</li> </ul>
Areas of interests	<ul style="list-style-type: none"> <li>— Films</li> <li>— Meeting new people</li> <li>— Self-development</li> </ul>
About myself	<p>I am patient, loving, and gentle, and I genuinely enjoy engaging with children.</p> <p>I take great joy in doing activities like painting, puzzles and reading with kids. I also appreciate the value of outdoor play and understand how important it is for children to spend time in fresh air and nature. Additionally, I believe that a consistent routine helps children feel secure and confident, and I strive to create a structured yet warm environment for them.</p>

## Education

- Film and Production, Cape Peninsula University of Technology, South Africa, Cape Town

## Certificates

## Working experience

**March 2024 - till now**

**Engage Video Group**

**Delivery Manager**

My role includes

- Responsible for overseeing the successful delivery of digital projects, ensuring they are completed on time, within budget, and meet quality standards.
- Key Responsibilities:
- Project & Delivery Management
  - Agile & Scrum Leadership
  - Team Collaboration
  - Digital Transformation & Innovation

**May 2023 - February 2024**

**Company**

**Creator Delivery Manager**

My role includes

- Oversaw the end-to-end creator aspects of projects, ensuring timely completion within scope and quality standards.
- Key Responsibilities:
- Creator Workflow Management
  - Collaboration with Creators & Influencers
  - Process Improvements
  - Quality Control & Brand Consistency

Reason for leaving

Offered better conditions

**July 2020 - February 2023**

**Ginkgo Agency**

**Traffic Manager**

My role includes

- Played a crucial role in coordinating workflow, schedules, and resources across various departments in a film production company. Ensured projects moved efficiently through the production pipeline by managing deadlines, facilitating communication, and supporting teams.

	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>– Project Coordination</li> <li>– Workflow Management</li> <li>– Communication &amp; Liaison</li> <li>– Resource &amp; Asset Management</li> <li>– Deadline &amp; Quality Control</li> </ul>
Reason for leaving	Offered better conditions
<b>November 2019 - June 2020</b>	
<b>Company</b>	
<b>Production coordinator</b>	
My role includes	<ul style="list-style-type: none"> <li>– Supported the production team by organizing logistics, schedules, and communication across all production phases.</li> <li>– Ensured smooth operations by coordinating between departments, handling paperwork, and troubleshooting production challenges.</li> </ul> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>– Production Logistics &amp; Scheduling</li> <li>– Communication &amp; Coordination</li> <li>– Administrative &amp; Paperwork Management</li> <li>– On-Set &amp; Office Support</li> </ul>
Reason for leaving	Offered better job
<b>July 2017 - September 2019</b>	
<b>Family</b>	
<b>Nanny, USA</b>	
My role includes	<ul style="list-style-type: none"> <li>– Provided childcare services, engaged children in educational and recreational activities, and assisted with light household duties related to childcare.</li> </ul> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>– Childcare Duties</li> <li>– Light Household Tasks (Related to Children)</li> <li>– Cultural Exchange &amp; Family Support</li> </ul>
Reason for leaving	Temporary job

## Health

Smoker	No
Epileptic	No
Diabetic	No
Colour blind	No

Dyslexic	No
Vegetarian	No
Have you had a medical exam within the last 6 months?	No
Allergies	No

### Additional information

Personal characteristics	Responsible, punctual, reliable, active, positive, loyal, patient, easygoing
Key skills	Ability to adapt to all kind of situations quickly. Ability to work under pressure or stressful conditions. Ability to work using your own initiative, taking on extra responsibility. Excellent communication and people skills at all levels
English	C2 - Fluent
Afrikaans	C2 - Fluent
ID	25754

**Excellent references available on request**