



 Stead Avenue
Queenswood, Pretoria

 071 971 8080

 kaylanortier@gmail.com

ABOUT ME

I'm a visual multimedia arts student with a passion for creating digital content and exploring new ways to tell stories through design and technology. As I continue to develop my skills in graphic design, video editing, and digital media, I'm excited about the endless possibilities in the digital world. My goal is to use my creativity and technical abilities to contribute to projects that are innovative and engaging. I'm always eager to learn and grow, and I'm looking forward to opportunities where I can apply my skills and collaborate with others in the digital space.

KAYLA NORTIER

PERSONAL PARTICULARS

Identity Number: 0012290051080

Date of Birth: 29/12/2000

Languages: Afrikaans/English

EDUCATION

Bachelor of Arts (BA): Visual Multimedia Arts

- 2022 to 2025
- NQF Level: 7
- University: UNISA

National Senior Certificate (NSC)

- Year completed: 2018
- School: Wonderboom High school
- Subjects: Afrikaans (first language), English (second language), Mathematics, Life Orientation, Biology, CAT, Design

Certificates and transcripts can be provided on request.

EXPERIENCE

January 2019 – March 2019

- Job Title: Temp Administrator
- Company: AIE (Academic Institute of Excellence)
- Job Description:
 - Distributing leads to sales advisers

June 2019 – October 2019

- Job Title: Administrator
- Company: Postnet
- Job Description:
 - Assist customers with postal, courier, and business services.
 - Process parcels, mail, and manage inventory.
 - Handle payments, administrative tasks, and record keeping.

October 2019 – June 2022

- Job Title: Frontline

- Company: Spec Savers
- Job Description:
 - Update pricing file with tariffs.
 - Assist customers with frame selection and queries.
 - Accurately quote frames and add-ons.
 - Confirm medical aid and coverage.
 - Record necessary measurements before finalisation.
 - Perform adjustments and repairs to spectacles.
 - Ensure spectacles meet prescription requirements.
 - Track orders and manage invoicing.

REFERENCES

- Steve – 011 262 5155 – Sales manager at AIE
- Ida – 082 928 0480 – Owner/Manager at Spec Savers