

Ms. Michaela Walker  
25 McKinley Road  
Kenilworth, 7708  
January 2024

Dear Sir/Madam,

## **APPLICATION FOR EMPLOYMENT**

I am Michaela Walker and am applying for the advertised position.

I would like the opportunity to be considered for the position as I know my skills, willingness to learn, determination & diligence will only be an asset to your team and can expand my current experience. My aim is to make a difference in the work-place through my contribution and to touch the lives of my co-workers through my positive attitude.

Attached find a copy of my resume for your perusal. I hope my application will meet your approval.

Thank you for your consideration

Kind regards,

Michaela Walker

# Michaela Walker Resume

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+27 68 542 8693 | walkermichaela03@gmail.com

## Objective

My materials management analyst skills acquired during my experience as a Cath lab Specialist will be an asset to your team.

## Education

**ALEXANDER SINTON HIGH SCHOOL | BRIDGETOWN HIGH SCHOOL**

- Grade 12

- Yes For Youth 12 month program completed with Medtronic Africa

## Skills & Abilities

### MANAGEMENT

- Inventory management
- UBD management
- Processing orders
- Consignment orders
- Receiving deliveries
- Operational performance
- Quarterly cycle counting
- Visually managed products
- Consumption/ Patient billing
- Cath lab equipment maintenance
- Cath lab medical devices storeroom management
- Web system inventory management – Ingenica I360
- Financial management (handling of petty cash, account recons)

### SALES

- Compiling of quotations for clients
- Buying of materials/replenishment
- Invoicing clerk (compiling of invoices)

## **COMMUNICATION**

- General reception duties and managing office telephone
- Booking client appointments with business management team
- Monthly report sharing with senior management

## **ADMINISTRATIVE**

- General admin duties (filing, photocopying, data capturing, record keeping)
- Office organization
- Basic bookkeeping

## **Experience**

### **CATH LAB SPECIALIST | MEDTRONIC/IHS | MAY 2022 – APRIL 2023**

- Managing the Cath lab inventory on-site at Rondebosch Medical Centre
- Successfully deployed a new inventory management system in South Africa

### **SALES INTERN | MEDTRONIC | DECEMBER 2021 – MAY 2022**

- Procedure attendance with sales representatives
- Company Representative in Clinical Environment Training
- Medtronic Cornerstone Training

### **ADMIN ASS. ACCOUNTS CLERK & RECEPTIONIST | MR BOLT & NUT CC | APRIL 2017 - 2020**

- Office administration
- Supply chain organization

### **CALL CENTRE AGENT | BLACK MOON INVESTMENTS | 2016 – 2017**

- Marketing outbound call center

## **Reference**

### **BLACK MOON INVESTMENTS**

- Greg Smith +2715568396

### **MR BOLT & NUT CC**

- Richard Moses +27834610373

### **MEDTRONIC**

- Carina Fritz +27832717986

### **MEDTRONIC / IHS**

- Amira Habib +2 01278635841