



CISKE MOMBERG

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🌐 <https://ciskedm.wordpress.com/>

Prospective graduate of a Bachelor's degree in Business, majoring in Digital Marketing, Copy-editing and Proofreading specialist, seeking a position in editing and Marketing. A highly motivated, ambitious and creative individual specialising in copy-editing, proofreading and adept in Digital marketing.

EDUCATIONAL BACKGROUND

Bachelor's Degree in Commerce—
Eduvos Online
(2016–2020)

Copy-editing and Proofreading
Certification— SA Writer's College
(March 2021–September 2021)

Copywriting Certification— SA
Writer's College
(September 2021–Present)

Matric — Table View High
(201 - 2015)

SKILLS AND PROFICIENCIES

- Copy-editing and Proofreading
- Problem-solving skills and willingness to learn
- Interpersonal communication skills and team-player
- Time management skills
- Ability to multitask
- Social media (Instagram, Facebook, LinkedIn, Pinterest, Canva)
- Blog writing and creativity
- Microsoft and Google spectrum

EXPERIENCE AND TRAINING

Proofreading and copy-editing experience

Academic research papers
Formal email communication
Blog posts

Writing experience

Blog writing in Wellness (<https://ciskedm.wordpress.com/>)

Sourcing Associate | Execu Group and Subsidiary Companies

February 2021 – March 2021

Assisted the recruitment team with sending marketing-related emails for job seekers to potential employers, in the American market.

Brought forth exceptional work ethic and commitment to company values and professionalism.

Enthusiastically performed tasks to reach the target.

Seasonal Book Seller | Bargain Books

1 December 2019 – 24 December 2019

Searched titles on the internal system and checked whether the stock was available for clients and offered alternatives.

Worked with a diverse team in a highly supportive and collaborative way. Answered phone calls and relayed messages to store personnel and managers.

Worked to ensure a neat and attractive sales environment, and assisted in the setup of visual displays.

Identified and maximized sales opportunities, and increased customer retention and satisfaction rates



THIS CERTIFIES THAT

Ciske Dominique Momberg

HAS SUCCESSFULLY PASSED

**The Copy-Editing and
Proofreading Course**

COURSE TUTOR:

Di Smith

CERTIFICATE NUMBER: SAWC D7595

PRINCIPAL: Nichola Meyer

14/09/2021

DATE





Pearson
Institute
of Higher Education

The Senate of Pearson Institute of Higher Education (Pty) Ltd
hereby certifies that the

Bachelor of Commerce

has been conferred upon

Ciske Dominique Momberg

with all the rights and privileges
pertaining thereto



Registrar

Dean of Faculties

