

TRACY KEYLOCK



about

Tracy Keylock - free-spirited 40-something with a wealth of experience from which to draw.

I willingly experiment, take risks, break rules, and work out of my comfort zone in order to shine as boldly and brightly as possible.

get in touch



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<https://www.facebook.com/tracy.keylock>



[tracykeylock](#)



<http://tracykeylock.com>

work

2014 – 2015
TracyKeylock dot Com
Established online training platform

2010 – 2014
Keylock Vehicle Hire
Owner

2003 – 2010
Keybase Training Solutions
Facilitator and soft skills course developer

Older
South African Airways
Comair
Flight attendant

communication skills

Public speaking
Written documents
 Training manuals
 Policies and procedures
 Customer newsletters
 Business communication
Grammar fiend
Editing and proofreading
Collaboration

personal skills

Energetic
Resilient
Curious
Creative

education

2008
Microsoft Office Specialist

2004
Internet & Core Computing Certification (IC³)

1992 – 1994
Inscape School of Design
Interior Design Diploma

1991
Boksburg High School
Matriculated

Random
Cape Wine Academy
South African Wines

Mercedes Benz
Full Dynamic Driving

British School of Yoga
Yoga Teacher Certification

business skills

Accountability
Adaptability
Communication
Training and development
Marketing
Website design / maintenance
Problem solving
Research and implementation
Financial planning and management
Customer service
Digital presence developer