

ZANELE

MHLAMBI

BA in Communications graduate

PERSONAL SUMMARY

A creative and passionate Communications graduate seeking an opportunity to learn and grow. A dependable, dedicated and hardworking individual that is seeking a working environment to learn and grow in.

CONTACT DETAILS

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Orange Farm
1841

EDUCATION

2019-2021

North-West University, Potchefstroom Campus

BA in Communications Degree

- Journalism
- Marketing Communication
- Corporate Communication
- Communication's ethics and law
- Research Methodology

2018- 5 months

Rhiza Babuyile Skills Development Centre, Orange Farm

- End-user computing course

2018- 3 months

Arekopaneng Community Centre, Orange Farm

- Basic Computing course

2017

Mphethi Mahlatsi Secondary School

Grade 12

- IsiZulu Home language
- English First Additional Language
- Life Orientation
- Life Sciences
- History
- Geography
- Mathematical Literacy

WORK EXPERIENCE

February 2022- December 2022

Amsai Primary School

- Educator Assistant

DUTIES:

- Assist the educator with administrative duties of the class such as marking the class register, recording learner performance marks, writing or typing out assessment, tasks, filing recording sheets and also taking and recording learner's temperature (during Corona Pandemic).
- Assist struggling learners with their school work.
- Assist the educator with monitoring the classroom and marking learner books.
- Monitoring learners during lunch intervals.

February 2023 – July 2024

Govan Mbeki primary school

•Educator Assistant (e-Cadre)

DUTIES:

- Assist school administrators with capturing learners' information on the SA-SAMS platform.
- Assist educators with typing and editing learners' assessments and examination papers.
- Assist teachers to integrate ICTs in the classroom.
- Assist the educator with administrative duties of the class such as marking the class register, recording learner performance marks, and filling recording sheets.
- Monitor learners during lunch intervals.

SKILLS

- Computer literate
- Eye for creativity
- Deadline driven
- Good time management skills
- Problem solving and analytical thinking
- Excellent people's skills
- Good communication skills and pays attention to detail
- Have the ability to solve problems independently and continue to learn, with a good team spirit.
- Basic scribus knowledge

REFERENCES

Deputy Principal-Govan Mbeki Primary School

Mrs Seipati Tete Msindo

Cell: 084 458 7493

Email : seipatia@gmail.com

Principal- Govan Mbeki Primary School

Mr Michael Moeti Kele

Cell: 082 552 5156

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