

Thandiswa Anne Zonke

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7750

Nationality: South African

Driver's license: Code B

Preferred language: English

Willing to relocate: Yes

Availability: Immediately

Soft skills

- Communication
- Interpersonal
- Leadership
- Decision making
- Problem-solving
- Analytical
- Organization
- Relationship building
- Attention to detail
- Time management
- Team collaboration
- Conflict resolution
- Adaptability

Hard skills

- Microsoft Office (Word, Excel, PowerPoint & Frontpage)
- Basic web design, email management, multimedia and internet
- Risk Management
- Financial administration and programme management

Summary

I am an experienced project management professional with a solid blend of theoretical knowledge and practical experience. I am currently pursuing a Higher Certificate in Project Management from MANCOSA (2024) and have completed the Project Management Foundations course through Get Smarter (University of Cape Town, 2017). My education has provided me with a strong understanding of project initiation, planning, risk management, stakeholder communication, and team collaboration, enabling me to successfully manage and deliver projects across various industries.

I am currently looking for opportunities, which will provide career advancement, with the chance to use and contribute my skills and theoretical knowledge in a practical space. Most importantly, I am looking for an environment where I will have the possibility to develop both professionally and personally.

Tertiary Education

Institution : University of Cape Town
Course : Project Management Foundations
Year obtained : 2017

Institution : MANCOSA
Course : Higher Certificate in Project Management
Year obtained : In progress

Secondary Education

Institution : Simon Estes Music High School
Grade passed : National Senior Certificate (Matric)
Year obtained : 2002

Work Experience

Company Name: Democratic Alliance Federal

Position : Candidate Selection & IEC

Duties and Responsibilities:

- Candidate Selection Management: Oversee the selection processes for all by-elections, general elections, and internal party elections, ensuring smooth operation and compliance.

- **System Development & Maintenance:** Collaborate in the design, review, and maintenance of the DA Candidate Selection System (DACSS), APPLY system, related software, and while liaising with developers and service providers for updates and troubleshooting.
 - **Database & Technical Support:** Monitor the health of the candidate selection database, coordinate with developers for bug fixes, and address technical issues in a timely manner. Manage helpdesk requests and ensure user support.
 - **Training & User Support:** Provide training for users of the Candidate Selection systems and develop training programs for Screening Committees, Selection Panels, and Electoral Colleges.
 - **Data Management & Reporting:** Ensure accurate capture, recording, and processing of candidate data, generate reports as needed, and manage communication with all applicants throughout the selection process.
 - **Regulation Compliance:** Develop a deep understanding of the Candidates Nomination Regulations and ensure all processes and documentation comply with established guidelines. Monitor timelines and deadlines for all stages of the candidate selection process.
 - **Stakeholder Engagement:** Engage with party structures at provincial and regional levels to share information and ensure alignment on the Candidate Selection process.
- Duration: August 2017 – October 2024

Company Name : Democratic Alliance Federal

Position : Candidate Selection Officer

Duties and Responsibilities:

- **Collaboration:** Liaise with the Candidate Selection and IEC Manager regarding system performance and database health, and work with relevant consultants.
- **Issue Management:** Provide input on software issues, manage technical queries, and address system bugs with developers and support contractors.
- **Service Coordination:** Supply service providers with necessary information and manage help desk requests.
- **Data Management:** Oversee verification processes, address exceptions in data, and reconcile candidate selection data.
- **Testing and Quality Control:** Test new system functionalities and bug fixes to ensure they meet requirements.
- **Training:** Train users on how to use the Candidate Selection system.
- **Liaison and Support:** Maintain communication with the party structure and ensure timely resolution of issues.

Duration: February 2015 – July 2017

Company Name : The Business Place Phillip

Position : Admin Assistant

Duties and Responsibilities

- **Client Assistance:** Assist clients with queries, refer them for further help as needed, and ensure adequate stock of consultation forms.
- **Switchboard Management:** Answer the switchboard, direct calls, and take messages.

- Reporting: Draft quarterly reports for the Department of Economic Development and Tourism.
- Event Coordination: Organize training, workshops, and networking sessions; keep attendance records for these events.
- Financial Oversight: Ensure income is receipted and deposited properly.
- Data Capturing: Capture data for events and consultation forms using the Compass system.
- Minute Taking: Take minutes during meetings and sessions.
- Administrative Support: Book and monitor internet usage, check incoming and outgoing correspondence, and manage venue bookings.
- Library Management: Administer the bookshelf and ensure resources are up to date

Duration: June 2012 - May 2014

Company Name : Cape Town Routers Unlimited

Position : Admin Assistant

Duties and Responsibilities

- Manage the reception area and provide professional client service.
- Greet clients, including high-profile delegates, and handle the main switchboard.
- Oversee boardroom bookings, parking reservations, and the receiving of tenders.
- Maintain front desk publications and report staff complaints to the building manager.
- Assist staff location tracking and support tourism inquiries for students and tourists.

Duration: March 2008- January 2010

References

Further Information, detail or document will be provided with pleasure on request.

Declaration

I hereby give my consent to keep my CV and contact me for any future opportunities in your organization.