

Lee-Ann Stapelberg

Contact Info

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To whom it may concern,

I am excited to apply for a role within your esteemed organisation. With over a decade of experience in healthcare, social work, and administrative roles, I bring a unique combination of compassion, technical proficiency, and a strong commitment to community engagement.

Throughout my career, I have developed a diverse skill set that includes report writing, patient care, therapy facilitation, and administrative efficiency. At Westrand Dental Centre, I supported both the practice manager and dentist by streamlining processes and ensuring exceptional patient experiences. My voluntary work as a social worker further honed my ability to connect with individuals, design impactful programs, and contribute meaningfully to the well-being of communities.

One of my most rewarding experiences was leading a Mandela Day cleanup project and sexual abuse awareness drive at Zoo Lake, which was featured in a newspaper article. This project not only showcased my ability to mobilise and inspire teams but also reinforced my passion for making a tangible difference.

I pride myself on my adaptability and dedication to excellence in any task I undertake. Whether it is coordinating a community initiative, managing complex administrative workflows, or providing empathetic support, I bring enthusiasm and professionalism to every role.

I would welcome the opportunity to contribute my skills and experiences to your team. Thank you for considering my application, and I look forward to discussing how I can support the success of your organisation.

Warm regards,
Lee-Ann Stapelberg



LEE-ANN STAPELBERG

☎ 074 633 9000

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📍 Discovery, Roodepoort

She who sees. feels

EDUCATION

Bachelor of Social Work -

Cum Laude
University of South Africa (2020-2024)

Higher Certificate in Social Auxiliary Work -

Cum Laude
University of South Africa (2017)

Dental Assistant Certificate -

HPCSA (2017)

Theoretical Course in HIV/AIDS Care & Counselling -

University of South Africa (2021)

Registrations

- HPCSA Registered Dental Assistant (DA0059617)
- SACSSP Registered Social Auxiliary Worker (5021333)
- SACSSP Student Social Worker (4058746)
- SACSSP Registered Social Worker (awaiting final reg)

SKILLS

Administrative Skills

Report writing and professional correspondence
Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
Patient scheduling and records management
Medical aid claims processing (IKAT/ITRACK systems)

Interpersonal Skills

Effective communication and active listening
Empathy and compassion in client interactions
Conflict resolution and crisis management
Leadership and team collaboration

Social Work and Therapy Skills

Individual and group therapy facilitation
Counselling, play therapy and art therapy knowledge
Community outreach and project coordination
Supervised visitations in safe, supportive environments

Technical Skills

Data capturing with accuracy and confidentiality
Infection control and sterilisation protocols in healthcare settings
Familiarity with administrative tools and software

Language Proficiency

Fluent in Afrikaans and English

PROFILE SUMMARY

Adaptable and results-driven professional with over a decade of experience in healthcare, social work, and administrative roles. Recognised for strong report-writing abilities, proficiency in Microsoft Office, and a commitment to delivering empathetic care. Proven expertise in community project coordination, therapy facilitation, and operational efficiency. Passionate about creating positive outcomes for individuals and communities through proactive and compassionate engagement.

WORK EXPERIENCE

Westrand Dental Centre - Assistant to the Practice Manager and Dental Assistant

2015-Present

- Supported the practice manager in ensuring smooth operations and patient flow.
- Assisted the dentist during procedures, maintaining patient care and adhering to infection control protocols.
- Managed patient records, scheduling, and medical aid claims with accuracy using IKAT and ITRACK systems.

JISS Centre and Guild Cottage - Volunteer Social Worker

2019-Present

- Delivered individual and group therapy sessions to address emotional and behavioural challenges.
- Designed and implemented community outreach projects.
- Supervised family visitations, ensuring safety and support for all parties involved.
- Featured in a newspaper article for leading a Mandela Day cleanup project and sexual abuse awareness drive at Zoo Lake with the Guild Girls.

Motoma Mithratech - Data Capturer

2002-2009

Great Beds - Shop Assistant

2014-2015

REFERENCES

Tasneem Bhula - 067 268 3702

Mariet Labuschagne - 011 675 2708