

# Anele Shange

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## Summary

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University of Johannesburg Public Management and Governance graduate with strong communication, problem-solving, and multitasking abilities. Proficient in Microsoft Office Suite, with a keen eye for detail and a commitment to delivering high-quality work under pressure. Eager to apply theoretical knowledge and expand skills through hands-on experience in public administration or related fields.

## Education

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**University of Johannesburg** **2022 – 2024**

- Bachelor of Arts – Public Management & Governance

**M.L Sultan Secondary School (PMB)** **2017 - 2021**

Subjects:

- English Home Language
- IsiZulu First Additional Language – Passed with Distinction
- Mathematical Literacy
- Life Orientation – Passed with Distinction
- Business Studies
- History – Passed with Distinction
- Tourism – Passed with Distinction

## Skills & abilities

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**Coursework-related skills:**

- Great written and verbal communication
- Technological Proficiency – ability to use Microsoft Office
- Analytical Skills
- Research Skills
- Policy Analysis
- Leadership and Management
- Knowledge of Project Management
- Knowledge of Governance and Public Policy
- Knowledge of Public Finance

**General Skills & Aptitudes:**

- Effective time management
- Ability to multitask & manage priorities efficiently
- Skilled collaborator
- Ability to solve problems effectively
- Strong Interpersonal skills
- Ethics & Integrity
- Creative & innovative thinking
- Natural ability to make well-informed decisions
- Dependable, resourceful, considerate & assertive
- Capacity to quickly grasp new concepts and technologies

**Qualification Coursework**

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**Bachelor of Arts – Public Management & Governance**

- Public Management & Governance
- Human Resources Management
- Business Management
- Political Science
- English 1C & 1D