

BOITUMELO KUMALO



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Observatory, Johannesburg
2198 (South Africa)

A devoted Child and Youth Care and Psychology graduate with hands on experience in cultivating warm nurturing environments for children and adults who are facing difficult challenges I am talented in organising and leading educational activities and monitoring behaviour. An observant team player focused on promoting health and development in children and youth. I have two years administrator experience handling small to medium office. Excellent time management skills to provide clerical support to other personnel and executives.

EDUCATION

2015 - 2020

Monash University

Bachelor of Social Science

2010 - 2013

Varsity College

Diploma in Information Technology

SKILLS

- Excellent written and verbal communication
- Administering Assessments
- Attention to detail
- Play therapy
- Willingness to be part of a team
- Working with children (disabilities) and adults

WORK EXPERIENCE

Fieldworker (Dream Maker)

Reach for a Dream Foundation 2024

involves conducting dream assessments with individuals to identify their unique dreams and aspirations. This role entails extensive fieldwork, engaging with dream recipients directly, and carefully documenting their desires. As a Field Worker I am entrusted with the task of not only capturing this information accurately but also ensuring that each dream is thoroughly understood and appropriately documented. Report writing is a crucial aspect of the position, involving the synthesis of gathered data into comprehensive reports. The ability to navigate both the fieldwork and administrative components with precision is essential, contributing to the fulfillment of dreams for those supported by Reach for a Dream.

Dream Room Cordinator/Fieldworker

Reach for a Dream Foundation 2023

Early Childhood Development practitioner. Doing stimulating activities through play and feeding if need be with children living with life threatening illnesses at various Hospitals in Gauteng. Making sure that children are safe, happy and stimulate and creating a child friendly environment. Coordinate a program of activities for children. Dream assessment and fulfilling dreams through interacting with the children and their families.

Au Pair

Sibeko family Jan 2022 - June 2023

Family with 4 years old twin girls and a 13 years old boy Collecting them from school. Taking the kids to extra murals, Assisting with homework and school projects, Attending school events / meetings on behalf of parent, lunch box meals and grocery shopping.

Office Administrator

W M Kumalo Practice (Educational Psychologist) 2019 - 2021

Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance. Entertaining children in the waiting room. Preparation of weekly reports.

Child and Youth Care Worker

The Teddy Bear Clinic 2017

Provided close supervision and monitored daily activities of children in the facility. Community empowerment, advocacy on child abuse, Court intermediary and engaging with local communities to understand their needs, concerns and aspirations.

Caterer, Food and Bev Supplier

B Kumalo Worx Pty Ltd 2016 - 2020

Responsible for the planning, coordination, and execution of catering services for various events and gatherings. Conduct consultations with clients to understand their catering needs and preferences. Build and maintain strong relationships with clients, ensuring customer satisfaction and repeat business. Manage all aspects of the catering business to ensure exceptional service and customer satisfaction..

WORK INTERGRATED LEARNING

Teaching Practice

Naledi High School 2022

Interacted positively with learners to encourage development and involvement in activities, treating each child with dignity and respect. Assisted with correcting papers or supervising classroom to foster positive learning environment.

CERTIFICATIONS

Professional Child and Youth Care Worker - SACSSP - 2024

REFERENCES

Mongezi Sibeko

Sibeko Family (Au Pair)

+27 835167540

Latricia Dove

Manager (Dream Room)

Reach for a dream foundation

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