

CURRICULUM VITAE OF

PATRICIA PHEZIWE SOGONI

ID No.: 860616 0842 080

Contact Details: Tel: Mobile: 0660690350/ 0839498442 Address: Block 23, unit 206 The William Complex Fourways 2055 Gauteng South Africa	Summary
	<ul style="list-style-type: none"><input type="checkbox"/> Four years' experience in Social Auxiliary Work<input type="checkbox"/> 1 year experience in Life skills facilitation<input type="checkbox"/> Four years' experience in Community Development<input type="checkbox"/> Two years' experience in Project Management<input type="checkbox"/> Three years' experience in AET Facilitation<input type="checkbox"/> 6 months experience in Office Administration<input type="checkbox"/> 6 Months experience in Parenting programme facilitation<input type="checkbox"/> 5 years' experience in E- Learning Coordination
	Education
	Completed Grade 12 at Mount Frere High School in the Eastern Cape, South Africa
Personal Data D O B: 16 June 1986 Sex: Female Nationality: South African Marital Status: Single	Certified Courses
	Inbound Call Centre training with Cornerstone HR in Randburg North Johannesburg, South Africa covering: <ul style="list-style-type: none"><input type="checkbox"/> Telephone Etiquette<input type="checkbox"/> Communication Skills<input type="checkbox"/> Interviewing Skills<input type="checkbox"/> Inbound Call management<input type="checkbox"/> Basic & Advanced Customer service
	Outbound Call centre training Covering: <ul style="list-style-type: none"><input type="checkbox"/> Telesales Training<input type="checkbox"/> Cross Selling & Up Selling<input type="checkbox"/> Debt collecting<input type="checkbox"/> Assertive Negotiation Skills
	Computer Training Covering: <ul style="list-style-type: none"><input type="checkbox"/> Outlook Express, Internet Explorer Introduction to MS Word<input type="checkbox"/> Microsoft Word, Excel, PowerPoint and Publisher<input type="checkbox"/> Spreadsheets and generating presentations

Languages known:

isiXhosa, English,
isiZulu, seTswana,
Sepedi and seSotho

Home language

isiXhosa

Criminal Records

None

Health: Good

After Hour Activities:

Reading and Researching

SETA accredited certificate in Social Auxiliary Work containing:

- Basic Counselling
- Facilitating Support Groups
- Budgeting
- Community Development
- Legislation, Acts and Policies

National Diploma in Management with University of Johannesburg: 2005

Courses:

- Management 1
- Administrative Management 1
- Economics 1
- Communication in English

National Diploma in Human Resources Management with Walter Sisulu University: 2006

Courses:

- Business Management 1
- Personnel Management 1
- End-user Computing 1
- Communication in English
- Accounting for Personnel Practitioners

Work Experience

- Grassroots Soccer Johannesburg South Africa (January 2010- December 2010)
- Witkoppen Health and Welfare centre (2007 - 2009)
- Sportsman warehouse (2008)
- Ikageng Itereleng Aids Ministry (2009-2011)
- The Scroll Visual Arts (2009 -Aug 2014)
- Persevere Until Something Happens (PUSH) (March 2011 - August 2011)
- St Mungo's Diepsloot Community Action (September 2011 -Feb 2014)
- National Education Collaboration Trust (December 2015- July 2016)
- Desmond Tutu HIV Foundation (January 2017 – June 2017)
- JET Education Services (July 2017- December 2022)

TITLES & DUTIES

Grassroots Soccer: Skills Coach

- Facilitation of Educational and recreational activities with learners (campers) during school holidays.
- The motivation and empowering of campers through life skills activities Through Soccer.

- Using Soccer to fight HIV/AIDS
Reference: Gregory Laing (Site Coordinator) (082) 058 1390

Ikageng Itereleng Aids Ministry: Social Auxiliary Worker

- Doing Intake Assessment
 - Basic counselling
 - Facilitate Support Groups
 - Conduct Home Visits
 - Conduct Community Development Projects
 - Compilation of Monthly reports
 - Administrative Work and Referrals
- Reference: Mr. Mthetheleli Kambule (Supervisor) 078 9271 410

The Scroll Visual Arts: Project Manager

- Management of the Project
 - Doing Administrative Work
 - Fundraising
 - Plan and Organise Events
 - Staff management
- Reference: Mr. Moosa Mkansi (Director) 071 4782 787

Persevere Until Something Happens (PUSH): Social Auxiliary Worker

- Basic counselling
 - Conduct Home Visits
 - Doing Intake Assessment
 - Conduct Community Development Projects
 - Compilation of Monthly Reports
 - Administrative Work
 - Referrals
 - Conduct School Visits
 - Facilitate Support Groups
 - The Facilitation of the After School Program providing individual attention to learners with educational challenges
- Reference: Mr. Anthony May (Programme Manager) 011 9452 050/ 083 9575 115

St Mungo's Diepsloot Community Action (SMDCA): AET Facilitator

- Facilitating: Life Orientation NQF level 1
 - Facilitating: Natural Sciences NQF level 1
 - Facilitating: Human and Social Sciences NQF level 1
 - Facilitating: Communication in English
 - Admin and data capturing
- Reference: Ms Beatrice Gono (Centre Manager) 011 4645 246/ 078 3919 238

National Education Collaboration Trust : Data and Office Administrator

- Facilitate communication, track expenditure and assist in distribution of materials
- Developing databank for project schools.
- typing and filing
- Report writing
- Co-ordinating workshops, arrange travel and accommodation
- Managing diaries, scheduling meetings and booking rooms.

Reference : Mr Mmajwe Mogashoa (HR Manager) 071 641 8582

Desmond Tutu HIV Foundation : Facilitator

- Teen Parenting facilitation
- Hands On Parenting facilitation
- Counselling
- Report writing
- Recruitment and enrolment of participants
- Filing and Administration

Reference : Ms Nomalungelo Mjwara (Social Services Manager) 021 100 3630/ 079 772 1950

JET Education Services: E-Learning Coordinator (Qwaqwa and Cape Town)

- Supporting teachers in the use of ICT for teaching
- Assisting teachers with online resources for their classrooms
- Coordinating E-Learning workshops to assist and support teachers complete their online activities.
- Administering Learner Math online assessments
- Conduct school visits to support teachers with their online activities
- Develop databank of information related to the project and schools
- Communication and consultation with District/ Circuit managers to ensure that the project goals are kept in line with government policies and priorities
- Coordination of all fieldwork activities related to the project

Reference : Mr Craig Gibbs (National Project Coordinator) 072 306 0971

Motivation

I am an Enthusiastic, Driven, Self-Motivated, Friendly, Committed and Hard working person who possesses a high level of integrity. I am eager to take on new challenges. I have a passion for success