










Personal

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1735 Roodepoort
-  **Phone number**
0825211277
-  **Email**
thembisile.boyce1@gmail.com
-  **Date of birth**
21-06-1997
-  **Gender**
Female
-  **Nationality**
South African

Languages

- English 
- isiXhosa 
- isiZulu 

Education and Qualifications

Advanced Diploma in Management Sciences: Public Relations Management

Durban University of Technology, Durban

Diploma in Management Sciences: Public Relations and Communications Management

Durban University of Technology, Durban

Passed with Cum Laude

Senior Certificate

Vela High School, Mthatha

2015 - 2015

Work experience

Young Creative

The National Youth Development Agency (NYDA), Mthatha

Jul 2023 - Jun 2024

- Collate data from events held by the Arts and Culture Section
- Design posters and programs for events held
- Manage Mthatha Community Arts Centre's social media platforms
- Content creation for the Arts Centres
- Maintain meeting minutes
- Coordinate and scheduled meetings and workshops
- Perform protocol duties at events
- Assist with organizing Arts Centre Festivals and Workshops
- Assist with administrative work

Data Capturer- Intern

Department of Sport, Recreation, Arts and Culture (DSRAC), Mthatha

Apr 2022 - Mar 2023

- Managing of files and records
- Updated registers, and statistics
- Ensured records and files are kept updated and secured
- Maintaining an effective and efficient filing system of hardcopy documents.
- Compilation of concept documents for events to be held at Arts Centres
- Assisted in the organising and execution of Arts Centre Festivals
- Data capturing for the different Art form using registers
- Performed administrative duties
- Attended workshops and consultation meetings held at Arts Centers

Public Relations Intern

The Association for The Aged (TAFTA), Durban

Apr 2019 - Mar 2020

- Gave input on marketing initiatives and suggested creative ways to improve the organisation's public image.
- Conducted survey's, put together sponsorship appeal letters, and other marketing materials.
- Took photographs at the events held by TAFTA, and posted them on the organisation's social media platforms.
- Assisted with the planning, organising and execution of events held.
- Created engaging content for media releases, social media platforms and newsletters.
- Updated and maintained the organisation's social media pages
- Conducted awareness campaigns
- Conducted market research
- Performed administrative duties
- Press release writing
- Updated media lists

Student Volunteer

Ikhono Communications, Durban

Aug 2018 - Aug 2018

- Volunteered at Durban ICC for the BIO AFRICA Conference.

- Guest Management and On-Site Event Management.
- Scanned guests name tags for attendance at the conference.

References

Mathemba Ncoyini

073 433 3331

Mathemba.Ncoyini@ecsrac.gov.za

Mthatha Community
Arts Centre (M.C.A.C)

Siphokazi Sogoni-Nyembezi

078 356 1675

Sipokazi.Sogoni@ecsrac.gov.za

Department of Sport,
Recreation, Arts and
Culture

Prevashni Naidu

0313323721

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The Association for
The Aged

Mnqobi Mthethwa

0312669938

consultwithmnqobi@gmail.com

Ikhono
Communications

Skills

Computer skills



Administrative skills



Organising Skills



Time Management



Problem Solving



Writing and editing skills



Interpersonal Skills



Research Skills

