

THABISO LEPELE

Unit 200, Block 20 Balboa Park Oakdene Johannesburg 2190
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Objective

As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish in my field.

Personal Details

- Date of Birth : 05/02/1994
- Nationality : South African
- Gender : Male
- Race : African
- Disability : None

Education

- **MALUTI TVET COLLEGE** 2015
Marketing Management
Diploma NQF Level 6
- **KGOLA THUTO SENIOR SECONDARY SCHOOL** 2013
Matric
NQF Level 4

Achievements & Awards

- Kgola Thuto Senior Secondary School: Representative Council Learner Certificate (2011)

Experience

- **BACK2FRONT RESTAURANT** 03/2021 - To Date
Event Organiser & Disc Jockey
DUTIES
 - Events Planning
 - Disc Jockeying.
- **MALUTI A PHOFUNG MUNICIPALITY** 05/2015 - 02/2018
Media & Communications Intern
DUTIES
 - Performing full administrative functions such as typing, emailing, answering incoming calls and filling of documents
 - Attending meetings and taking minutes
 - Preparing and writing speeches
 - Coordinating and branding all municipal events
 - Responsible for all social media content
 - Responsible for photography & Videography
 - Responsible for media monitoring Writing monthly and annual reports to unit manager.
- **STANVILLE LIFESTYLE LOUNGE** 02/2017 - 01/2018
Event Organiser & Disc Jockey
DUTIES
 - Events Planning
 - Disc Jockeying
 - Administration
- **MALUTI TVET COLLEGE** 02/2017 - 11/2017
Marketing Intern
DUTIES
 - Engaging and explaining college programs to prospective students
 - Branding and coordinating of all college events Writing articles for the college to newspapers and magazines
 - Responsible for Photography & Videography
 - Responsible for all administrative functions such as typing, filling of documents and emailing
 - Manage all social media content and Graphic designing
 - Ensuring that the college image is always maintained
 - Preparing monthly & annual reports.

Skills

- Ability to work under pressure
- Ability to work with a team and independently
- Adobe Photoshop
- Computer Literacy (Microsoft Office Packages)
- Customer service
- Effective Communication and Interpersonal Skills
- Events planning skills
- Photography & Videography
- Social media marketing
- Writing and Editing skills

Languages

- English
- Isizulu
- Sesotho

Reference

- **Maitse Thulani - UNIVERSITY OF THE FREE STATE**
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