**LULAMA MABIZELA**

**083 210 0225 -** [**lulamamabizela908@gmail.com**](mailto:lulamamabizela908@gmail.com) **– Pretoria, Gauteng**

**Gender: Female**

**CAREER OBJECTIVE**

Results-driven and dynamic **Public Relations and Communications Graduate** equipped with thorough understanding of stakeholder engagement, media relations and strategic communication to steer effective campaigns. My public relations prowess coupled with experience in administration support, customer service and events planning will be beneficial to your company’s success.

Competent professional who possesses theoretical knowledge in public service delivery and providing support to cooperatives. Passionate with an ability to initiate, plan, organize and coordinate projects. Meticulously apply time management and professional skills to meet and exceed the company’s expectations. Possess a willing to learn mind-set, eager to leverage my skills and dedication to secure a role that fosters professional growth.

**WORK EXPERIENCE**

**Signature Room**

06/2021 - 08/2021

**RESPONSIBILITIES**

* Interior Design, administration and personal assistance.

**University of Johannesburg Community Engagement**

03/2023 - 10/2023

**RESPONSIBILITIES**

* Volunteer, campus clean up, tutoring, recruitment, data capturing, events planning and administration.

**IEC**  05/2024 – 05/2024

**RESPONSIBILITIES**

* Queue Walker, Door Controller, Inker, Ballot Paper Issuer, Ballot Box Monitor/ Booth Controller

**EDUCATION**

**National Senior Certificate** | Limehill High School | 2019

**Diploma in Public Relations and Communications** | University of Johannesburg | 2023

**SKILLS/KNOWLEDGE**

* **Computer Literacy**: Proficient with Microsoft Word, PowerPoint, Canva and Photo/Video Editing
* Public Service Act, Public Service Regulations, Networking Skills, Stakeholder Engagement
* Performs client and public service functions to ensure proper communication
* Ability to communicate well in English to clearly articulate and express oneself
* Programme and Project Management Skills, Research and Analytical Skills, Negotiation
* Report Writing and Document Preparation, Client Interaction, Technical Knowledge
* Data Analysis and Capturing, Problem-Solving Skills, Data Management,
* Ability to comply with the workplace Code of Conduct, Account Management

**REFERENCES**

**Lindiwe Mabizela | Founder and CEO** | 082 428 4100 | [lindiwe@signatureroom.co.za](mailto:lindiwe@signatureroom.co.za)

**Andy Balaram** **| Community Engagement Specialist** | 011 559 6471 | [abalaram@uj.ac.za](mailto:abalaram@uj.ac.za)

**Nomonde Mabona | Presiding Officer at IEC |** 083 740 1118 | [nomondemabizela@gmail.com](mailto:nomondemabizela@gmail.com)