

## CONTACT



Mamelodi West, Pretoria



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## SKILLS

Interpersonal communication  
Creativity and expression, Analytical  
Customer Service  
Administrative  
Marketing  
Planning  
Digitally literate

## EDUCATION

The Independent Institution of Education  
Varsity College Pretoria  
2020-Current  
Postgraduate Diploma in Management

The Independent Institution of Education  
Varsity College Pretoria  
2017-2019  
Bachelor of Arts in Corporate Communication  
(Graduated with distinction)

The Independent Institution of Education  
Varsity College Pretoria  
2016-2017  
Higher Certificate in Events Management  
(Graduated with distinction)

Hoerskool FH Odendaal  
2015  
National Senior Certificate  
English, Afrikaans, Mathematics, Life Sciences,  
Physical Science, Computer Application  
Technology

## ACHIEVEMENTS

2019 Obtained 19 distinctions in my Bachelor of Arts in Corporate Communication degree

Sports Committee Club Chairperson at Varsity College Pretoria (2019)  
Varsity College Voice member  
Ambassador of the year 2019 (Varsity College) nominee

I have been on the Principle's merit list in every semester.  
Vice President of Culture in Hoerskool FH Odendaal

## VOLUNTARY WORK

Volunteered at a local shelter and helped out in the kitchen

Volunteered at the local church to give out blankets to those affected by the floods

## Itumeleng Kgomo

### Bachelor of Arts in Corporate Communication Graduate

## PERSONAL PROFILE

I am an incurable optimist with the ability to stay calm in a storm and tactfully deal with difficult and sensitive situations. I am dedicated, determined and driven to do my work in the best possible way. I value teamwork and loyalty. I possess influential, persuasive and negotiating skills. Education has equipped me with good oral and written communication skills. I am self-motivated and pro-active, digitally literate, have the can-do attitude and I strive for excellence in everything I do.

## WORK EXPERIENCE

**IIE's Varsity College Pretoria**      **December 2018 – January 2020**

### Senior Registration Officer

- Greeting customers as they arrive and respond to their request for information
- Assisting students to fill out their contracts
- Assist with collecting documents necessary to register the student to Varsity College
- Perform the tasks according to established practices and procedures in a safe manner

**IIE's Varsity College Pretoria**      **February 2019 – November 2019**

### Tutor

- Review class assignments,
- Discussed the content and assisted students with homework or assignment problems
- Assisted students develop study skills and techniques to help them improve their academic performance

**IIE's Varsity College Pretoria**      **March 2018 – November 2018**

### Marketing assistant

- Planning and scheduling meetings, appointments and preparing presentation material
- Recording minutes of meetings
- Assisted in events planning and marketing

## REFERENCES



Name: Kyle Krishnan  
Position: Sports Co-ordinator/ Registration manager  
Company: The IIE's Varsity College Pretoria  
Phone: 012 348 2551  
Email: [kkrishnan@varsitycollege.co.za](mailto:kkrishnan@varsitycollege.co.za)



Name: Lamont Petersen  
Position: Teaching Experience Co-Ordinator  
Company: The IIE's Varsity College Pretoria  
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