

ZINTATHU GWAMA

061 260 9278 | zintathugwama05@gmail.com | Driver's License: Code C1

PROFESSIONAL SUMMARY

Detail-oriented and focused candidate with a strong foundation in good Public Relations and Communication seeking an opportunity to use my skills and theoretical knowledge to gain valuable workplace experience while contributing to the smooth operation of the organization

EDUCATION

Diploma in Public Relations

Feb 2018 – Apr 2021

IIE Rosebank College, Braamfontein, GP (formerly IIE Rosebank College)

Majors: Public Relations, Communication Science

National Senior Certificate – Matric

Jan 2013 – Dec 2017

Trinity Secondary School, Lenasia, GP

Subjects: English Home Language, Afrikaans FAL, Business Studies, Economics, Mathematical Literacy, Life Orientation

WORK INTERGRATED LEARNING EXPERIENCE

Marketing Volunteer – Work Integrated Learning

IIE Rosebank College

Sept 2020 – Nov 2020

- Dealing with general library administration
- Tracking online engagement interactions weekly to monitor library visibility & audience interest
- Summarized traditional library material into concise digital content for easier student access
- Communicated library updates clearly to students, reinforcing awareness of available services & resources
- Collaborated with team members to organize marketing tasks and maintain accurate records across campaigns

SKILLS

Technical Skills: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Research, Data Analytics, Reporting, Basic Graphic Design

Soft Skills: Strategic Communication(written & verbal), Good Public Relations, Interpersonal Skills, Problem Solving, Teamwork and Collaboration, Time Management, Organization, Attention to Detail, Agile, Telephone Etiquette, Willingness to learn, Customer Service, Working well under pressure, Document Management

Languages: English, IsiXhosa, IsiZulu

REFERENCES

1. Mr. C Baloyi - Trinity Secondary School Principal
082 516 6541/ 011 039 2421/ trinitysecondary@gmail.com
2. Ms. Melody Khadzenga -IIE Rosebank college Library Manager
073 155 5934/mkhadzenga@rosebankcollege.co.za
3. Mr. Rofhiwa Ramboda -Former Lecturer
068 887 1861/ ramboda.rofhiwa@gmail.com