

NOMPUMELELO LEBONA

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PROFESSIONAL SUMMARY

Dedicated and detail-oriented administrative professional fluent in the English language with strong written and verbal communication skills, a fast learner with a proactive approach to problem-solving and process improvement. I with proven experience in educational support and electoral operations. Adept at managing classroom logistics, creating and organizing resources, and handling data with precision. Strong communicator with the ability to work effectively under pressure in fast-paced environments. Seeking to apply strong organizational and procedural skills to support efficient office operations and administrative excellence. · Fluent in English; strong written and verbal communication skills, a fast learner with a proactive approach to problem-solving and process improvement.

CORE SKILLS

- Office Administration & Record Keeping
- Data Entry & Document Management
- Resource Organization & Inventory Control
- Team Collaboration & Communication
- Time Management & Prioritization
- Customer Service & Client Support
- Computer Literacy (MS Office Suite)
- High-Pressure Environment Efficiency

PROFESSIONAL EXPERIENCE

Teacher Assistant -Isu'lihle Higher Primary School

May 2023 – July 2024

Maintained organized filing systems for student records and educational materials, enhancing resource accessibility for staff.

Assisted with daily classroom administration, including scheduling activities and managing attendance logs.

Monitored student progress and supported individual learning needs, ensuring accurate data collection for reporting purposes.

Developed and organized educational resources, contributing to streamlined lesson preparation and improved teaching efficiency.

Collaborated with educators and support staff to maintain a positive, structured, and productive learning environment.

Temp Counting Officer -Independent Electoral Commission (IEC)

May 29 – 30, 2024

- Managed ballot distribution and collection processes with strict adherence to procedural guidelines and accuracy.
- Handled sensitive documentation and numerical data under tight deadlines in a high-stakes environment.
- Supported team members to ensure seamless operations during peak activity periods.
- Demonstrated attention to detail, reliability, and composure during time-sensitive electoral duties.

EDUCATION

National Senior Certificate (Grade 12)

Kwadedangendale Secondary School

REFERENCES

Available upon request