

Shareen Manini Taunyane

Marketing

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Driven and professional communication and marketing graduate with experience in media relations, social media content creation, branding, and event coordination. Skilled in creating engaging content, photography, media planning, and using digital tools such as Canva, CapCut, Microsoft Office, and Outlook. A respectful, team-oriented individual with strong communication and lateral thinking skills, passionate about helping others grow and delivering creative campaigns that capture audience attention.

EMPLOYMENT HISTORY

Marketing intern. Communication department
cooperative Governmenance and Traditional Affairs

19 May 2025 -18 may 2026

HIGHER EDUCATION

Marketing level 4
2019

Public management N5
2022

Marketing and events

- Assisting with event planning and coordination
- Suppporting setup and breakdown of events
- Helping with branding and promotional materials
- Updating and managing event schedules and calendars
- Providing on-site event support and logistics assistance

CERFICATE

Personal mastery
01/09/2025 -05/09/2025
school of government

RELEVANT SKILLS

- Trained in research analysis
- Communication skills
- Teamwork and collaboration
- Time management
- Problem-solving
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Time Management
- Microsoft Outlook
- Computer literacy
- Email communication
- Report writing
- Administrative support
- Strong interpersonal communication skills

media and relations

- Public Relations
- Content Creation
- Relationship Building
- Networking Skills

social media

- Content Photography
- Social Media Management
- Event Photography
- Visual Storytelling

REFERENCES

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