

PROFESSIONAL PROFILE

Diploma in Law (Paralegal) graduate, currently completing a Bachelor of Commerce in Law through UNISA, with hands-on experience in education support, data collection, and administration. Proven track record of reliability, attention to detail, and clear communication across school, research, and household environments. Seeking a paralegal, administrative, or public-sector role that draws on strong organisational skills and a commitment to accuracy and confidentiality.

EDUCATION

- Kgadime Matsepe Secondary School** 2014
National Senior Certificate (Matric)
- University of South Africa (UNISA)** 2022
Diploma in Law (Paralegal)
- Dream for Africa** 2026
Computer End-User (Level 3)
- University of South Africa (UNISA)** In Progress
Bachelor of Commerce in Law

WORK EXPERIENCE

- Lesedi Potlana Primary School** June 2025 - November 2025
Education Assistant
 - Supported a class of 35 learners with lesson preparation and day-to-day classroom activities.
 - Helped improve classroom participation and ensured daily activities were completed on time.
 - Organised classroom materials and maintained a positive, orderly learning environment.
 - Supervised learners during breaks and school activities, ensuring safety and good conduct.
- Boikhutsong clinic** Feb 2023 - December 2024
Admin assistant
 - Assisted with filing, receiving and posting documents
 - Helped to open files and maintain registers
 - Wrote letters and handled enquiries from clients
 - Maintained confidentiality and good record keeping

- Computer literate - MS Office

- **Statistics South Africa (Stats SA)**

February 2022 - May 2022

Field Worker

- Conducted structured interviews at approximately 15 households daily, administering official questionnaires.
- Collected and recorded accurate data in line with Stats SA methodology and deadlines.
- Explained survey objectives clearly to respondents while maintaining strict confidentiality and professionalism.

- **Vukosi Primary School**

February 2021 - July 2021

Education Assistant

- Assisted teachers with lesson preparation and classroom management.
- Supervised learners during school activities and encouraged active participation.
- Provided individual support to learners who needed extra attention.

- **Rosslyn Surface Treatment**

February 2017 - February 2018

General Worker

- Prepared and maintained clean, safe work areas in line with site procedures.
- Loaded and unloaded materials and assisted with routine maintenance and operational duties.

SKILLS

- Administrative Support
- Filing and Records Management
- Microsoft Word, Excel and PowerPoint
- Data Capturing
- Report Writing
- Customer Service
- Time Management
- Personnel registry
- Teamwork and Interpersonal Skills
- Communication Skills
- IT Support
- Organisational skills

LANGUAGES

- English
- Sepedi
- Xitsonga
- isiZulu

REFERENCES

- **MS Molale - Lesedi Potlana Primary School**
Principal
lesedipotlana2@gmail.com
071 647 3220
- **Pretty Molate - Boikhutsong Clinic**
Admin Manager
prettymolate@gmail.com
079 835 5899
- **Percy Modise - Statistics South Africa (Stats SA)**
Team Leader
info@statssa.gov.za
012 493 0880
- **M.S Tshabalala - Vukosi Primary School**
Principal
vukosi@mweb.co.za
012 720 5199
- **Rico Van Der Merwe - Rosslyn Surface Treatment**
Manager
Rico@Rosslynsurface.co.za
012 541 1259