

TULLIES MANETJA RAMABOKA

YOUTH DEVELOPMENT GRADUATE | COMMUNITY DEVELOPMENT | ADMINISTRATION

076 524 4387 | 076 568 8648 | tulliesramaboka@gmail.com

Tzaneen, Limpopo | Code 10 (C1) Driver's Licence

PROFESSIONAL SUMMARY

Bachelor of Arts graduate in Youth and Development from the University of Venda, with practical experience in community engagement, administration, research and stakeholder communication. Strong communication and interpersonal skills built through direct community outreach, parent and stakeholder liaison, and teamwork in fast paced environments. Computer literate in Microsoft Word, Excel and Outlook, with experience in data capturing, record keeping and report writing. Brings a client focused, people oriented approach and is eager to apply strong administrative and relationship management abilities within a customer service learnership.

CORE COMPETENCIES

- Youth Development
- Community Development
- Administrative Support
- Project Coordination
- Community Outreach
- Data Collection & Capturing
- Research & Report Writing
- Stakeholder Engagement
- Record Keeping & Filing
- Programme Support
- Project Management
- Communication & Documentation
- Public Sector Administration
- Problem Solving & Teamwork

PROFESSIONAL EXPERIENCE

ASSISTANT TEACHER | Maake Primary School

June 2024 to December 2024

- Provided classroom and general administrative support.
- Maintained learner records and attendance registers.
- Assisted with parent and stakeholder communication.
- Prepared and maintained reports and documentation.
- Supported school activities and day to day operational requirements.
- Assisted with learner related administrative processes.

WORK INTEGRATED LEARNING (WIL) PLACEMENT, COMMUNITY DEVELOPMENT

Department of Social Development, Dr CN Phatudi Hospital | June 2023 to December 2023

Completed as the practical component of my Bachelor of Arts degree at the University of Venda.

- Collected and captured community data for reporting.
- Assisted with report preparation and documentation.
- Handled filing and general administrative duties.
- Took part in community outreach and service delivery activities.

SELECTED ACHIEVEMENTS & CONTRIBUTIONS

- Successfully completed a Bachelor of Arts in Youth & Development at the University of Venda.
- Conducted a mixed methods research project on youth needs in the local community, including data collection, analysis and reporting.
- Gained practical public sector experience through the Department of Social Development, supporting community development, data collection and administrative activities.
- Gained practical school based experience in administration, learner records, attendance and communication.
- Completed additional professional development in Administrative Assistant and Employee Onboarding through edX.

EDUCATION

BACHELOR OF ARTS IN YOUTH & DEVELOPMENT

University of Venda | February 2019 to May 2025

NATIONAL SENIOR CERTIFICATE

Pherehla Maake Secondary School | 2013 to 2018

PROFESSIONAL DEVELOPMENT

Administrative Assistant, edX | Completed 2026

Employee Onboarding, edX | Completed 2026

TECHNICAL & PROFESSIONAL SKILLS

- Microsoft Word
- Google Docs
- Filing & Documentation
- Communication
- Problem Solving
- Microsoft Excel (Basic)
- Data Capturing
- Report Writing
- Time Management
- Microsoft PowerPoint
- Record Keeping
- Research
- Teamwork

RESEARCH EXPERIENCE

Mixed Methods Research Project: Youth Needs

Conducted a mixed methods study examining youth needs within a local community, involving data collection, analysis, reporting of findings and development of recommendations.

ADDITIONAL INFORMATION

Driver's Licence: Code 10 (C1)

Sepedi: Conversational

Venda: Conversational

English: Fluent

Tsonga: Conversational

Zulu: Conversational

AREAS OF PROFESSIONAL INTEREST

Youth Development | Community Development | Public Administration | Government Programmes | Programme Support | Project Management | Monitoring & Evaluation | Research & Data Analysis | Local Government | Social Development | Community Outreach | NGO/NPO Development | Education & Training

REFERENCES

Mr Khoza M

Community Development Practitioner, Department of
Social Development
071 899 6552

Mr Mmola

Principal, Maake Primary School
076 582 7098