

Virginia Thuli Molefe

Social Sciences Graduate

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Gender: Female | Open to Remote, Hybrid, and On-Site Opportunities | Willing to Relocate if Required

Career Objective

Motivated and detail-oriented Bachelor of Social Sciences graduate with a strong academic background in research, data analysis and social development. Possesses excellent communication, problem solving, and organizational skills. Eager to gain practical experience through an internship opportunity and contribute positively to the organizational goal.

Education and Certifications

- Level 3 in End – User Computing | Proserv SA | 2022
 - BA in Social Sciences | University of Johannesburg | 2018
Major Subjects: Geography & Anthropology
 - National Senior Certificate (Grade 12) | Lengola High School | 2012
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Undergraduate Research Projects

Geographic Information Systems (GIS) Mapping Project

- Collected and analyzed spatial data using GIS tools to create maps and visual reports
- Interpreted geographic data to identify patterns and trends
- Presented findings in a structured report format

Research Project – Community and Environmental Analysis

- Conducted qualitative and quantitative research on community development issues
- Gathered, analyzed, and interpreted data using appropriate research methods
- Compiled detailed research reports and presented insights clearly

Data Analysis Assignment

- Worked with datasets to clean, organize, and analyze information
- Identified trends and produced reports to support decision-making
- Group Project – Process Improvement Study
- Collaborated with team members to analyze an existing process and suggest improvements
- Developed recommendations to improve efficiency and productivity
- Presented findings to peers and lecturers

Core Competencies

Technical & Software Skills: Microsoft Office (Word, Excel, PowerPoint) | Research and analytical skills | Data capturing and reporting | Knowledge of ArcGIS & QGIS software

Personal Attributes: Detail-Oriented | Deadline-Driven | Confidential | Problem-Solving | Time Management | Service Recovery | Adaptable | Reliable | Communication and teamwork

Internship Interest Areas

- Monitoring & Reporting
 - Client Services
 - Sector Skills Planning & Research
 - Project Management Support
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Achievements

- Successfully completed multiple academic research projects
 - Developed strong analytical and critical thinking Skills
 - Consistently met academic deadlines under pressure
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References

Available upon request