

Mazithi Mxhaka

B423 VUSUMUZI SECTION TEMBISA 1632

0750093359 | mmazithi@gmail.com

Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- Isilimela Secondary School** 03/2023 - 12/ 2024
SGB educator
Facilitator- Encouraged learners participation, critical thinking and interactive learning.
Mentor/Guide- Provided support, Guidance and encouragement, Helped students with personal challenges and future goals.
Planning and Preparation- Developed curriculum, planned lessons, created learning material and Organized resources.
Classroom Management- Established classroom rules, Maintained an orderly environment and ensured safety.
Communication- Liaising with parents, Colleagues and stakeholders.
- Meals on wheels** 12/03/2022 - 22/12/2023
General work
 1. Assisting in the kitchen.
 2. Serving community with fresh free meals
 3. Responsibly for delivering meals around the township
 4. Responsibly for cleaning up after work
- Ladles of Love** 16/02/2024 - 13/11/2024
General work
 1. Responsible for packing and ordering products that will be delivered during the day
 2. Loading and unloading of trucks
 3. Truck assistant driver
 4. Cleaning of the warehouse after work
- Langa High School** 19/06/2025 - 30/11/2025
Teacher's Assistant
 1. Assisted teachers before lessons by preparing the materials that will be used during a lesson.
 2. Helped learners with their class activities during lessons
 3. Responsible for photocopying and printing of teaching and learning materials.
 4. Responsible for printing out Tests during exams.
 5. Helped in invigilating students during exams.
 6. Helped educators into managing classrooms during lessons.

Education

- Isilimela secondary school** 2017
Matric
12
- Cape Peninsula University of Technology** 2021
Bachelor's degree of education in Senior Phase and FET

Skills

- **Communication**- Clear Verbal and written expression, active listening and feedback.
- **Adaptability and resilience**- Responding to changing needs, technology and unexpected situations.
- **Lesson planning and organisation**- Structuring lessons, managing time and handling administration tasks.
- **Microsoft skills**: Microsoft word- document formatting, tables of content, templates, mail merge, proofreading, tracking changes, merging documents. Microsoft excel- spreadsheet formulas(VLOOKUP, XLOOKUP), pivot tables, charts, data visualization, data analysis, conditional formatting, macros. Presentation- design, slide masters, Microsoft outlook, Email management, calendars, scheduling, task management, rules, folders, contact management. Microsoft Teams- chat, video calls, file sharing, team collaboration. Microsoft Access- database design, tables, queries, forms, reports, data import/export, VBA. Microsoft oneNote, digital note taking, organizing information, Research

Reference

- **Isilimela Secondary school - "Isilimela Secondary school "**
SGB educator
Admin@isilimela.wcape.school.za
0216954975
- **Yolanda Jones - "Ladles of love (Epping)"**
Manager
0717477311
- **Mr Murajana - "Langa high school"**
Deputy principal
0210651008
- **Mrs Tembe - "Meals on wheels (Langa branch)"**
Supervisor
0645556546