RORISANG MATLALA

124A LIVERPOOL STREET SOSHANGUVE BLOCK XX
RMATLALA1721@GMAIL.COM, 061 499 0625

SUMMARY

Highly energetic, motivated individual seeking a role where I can utilise my strong customer service skills, attention to detail, and to contribute to the success of the organisation and provide exceptional customer experiences.

EDUCATION

Diploma in Public Relations — **Jan 2021 - Dec 2023**
University of South Africa

Grade 12 — **Jan 2019 - Dec 2019**
Hillview High School

WORK EXPERIENCE

Educational Assistant - Care and Support assistant — **June 2025 -**

- Compiling and filing reports
- Administration
- Identifying and supporting vulnerable learners
- Data Capturing- SA-SAMS

SKILLS

• Communication: Content creation (social media, newsletters, blogs) • Media: Multimedia production (videos, podcasts), social media management, press releases, marketing strategies • Tools: Microsoft Excel, Word, Office Suite, social media platforms • Soft Skills: Written communication, planning and organization, creativity, attention to detail

REFERENCE

Amogelang Levimbi - Mmb consulting inc
+27 69 578 9137

Dorah Matlala - Medscheme Holdings
+27 72 557 7850