

Nokukhanya Nosipho Sibisi

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0791027842 | nokukhanyanosipho36@gmail.com

Objective

Goal driven professional with excellent interpersonal communication strengths, seeking position to develop and expand my skills, knowledge and experience. I Possess a National Diploma in Language Practice, and Advanced Diploma in Language Practice which I completed. I am currently studying an Honors degree/Postgraduate Diploma in Language Practice, I am seeking an opportunity that will develop my knowledge and skills in the field.

Experience

- **Department of Social Development** 2019 - 2022
Administration
Providing reception support, responding to enquiries and giving general information.
Filing the necessary forms and documents for admission.
Taking minutes.
Creating content to and editing texts to suit diverse cultures in relevant posts and invitations.
Participating in different fundraisings, programs and events to in regards to raise funds for the NGO's mission and goals.
- **Tshwane University of Technology** 2023 - 2024
Book Club Editor & Proofreader
Editing
Proofreading
Reviewing

Education

- **Tshwane University of Technology** 2021
National Diploma in Language Practice
- **Tshwane University of Technology** 2023
Advanced Diploma in Language Practice

Skills

- Translating Editing Proofreading Transcribing Interpreting Attention to detail Verbal and written communication

Reference

- **Mr Methule - Department of Social Development**
Community Development practitioner
0324568200
- **Dr Mbatha - Tshwane University of Technology**
Lecturer/ Book club facilitator
0715293916