**CURRICULUM VITAE OF LEBOHO PHUTHTEGO SHARON**

***Postal address: P.O Box 75, Dendron, 0715. Cell phone: 0799559041/ 07125839041; email*** ***phuthegosharon@gmail.com***

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| ***PERSONAL DETAILS***  |

Surname : Leboho

Full name : Phuthego Sharon

Date of birth : 18 October 1992

Identity number : 921018 0467 08 2

Nationality : South African Citizen

Race : African

Gender : Female

Disability : No

Convicted of a crime : No

Language : Sepedi and English

Drivers Licence : code C1

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| ***HIGH SCHOOL QUALIFICATIONS***  |

Highest grade passed : Grade 12

Year completed : 2010

Name of school : Dendron secondary school

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| ***TERTIARY QUALIFICATIONS***  |

**Name of institution : University of Limpopo (Turfloop campus)**

Qualification : Bachelor of Arts in Media Studies (BAMDST)

Year completed : 2013

**Name of institution : University of Limpopo (Turfloop campus)**

Qualification : Postgraduate Diploma in Information Studies (PGDIF)

Year completed : 2014

**Name of institution : University of South Africa (Polokwane campus)**

Qualification : Programme in Archival Studies

Year completed : 2015

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| ***OTHER QUALIFICATIONS***  |

**Name of institution : New Arizona Communications & Training**

Qualification : Computer Diploma

Year completed : 2013

**Name of institution : Rite Path HR Solutions**

Qualification : Project Management Programme

Year completed : 2016

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| ***WORK EXPERIENCE***  |

**Institution : Office of the premier (Limpopo, Polokwane)**

Position : Intern in Communication section

Duration : 01st April 2015 to 31st March 2016

Duties : Assist in the Development of Provincial Strategy and integrated communication within three spheres of government. Co-ordinate the promotion of positive and pro-active media liaison and stakeholders relations. Produce media alerts, statements and radio scripts. Media monitoring. Developing and updating media data-base. Write daily articles on the blog. Distribute media correspondence and confirm media attendance during Departmental events.

**Institution : Office of the premier (Limpopo, Polokwane)**

 Position : Experiential learner in Records section

Duration : 20th November 2014 to 12th December 2014

Duties : Dispatching outgoing items. Assist in correcting and neat filling. Controlling the receipts and opening of posts. Tracing files. Opening new files and closing old files. Shelving files according the classification and cataloguing order.

**Institution : University of Limpopo (Turfloop Campus)**

 Position : Librarian trainee

Duration : 23rd June 2014 to 03rd October 2014

Duties : cataloguing and classification using AACR2, DDC, RDA, MARC21 and library of congress subject headings. Marketing and promoting library services. Weeding books and journal. Keeping abreast of latest developments in electronic cataloguing and classification practices. Receiving and shelving library materials. Assisting at the circulation desk, reservation section, acquisition section, law section, Africana section and information desk.

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| ***REFERENCES***  |

1. Mr. Malebati CJ

Deputy Manager: media and corporate communication (Office of The Premier)

* Tel: 015 287 6322
* Email: malebatijc@premier.limpopo.gov.za
1. Mr. Legora PD

Record manager (Office of The Premier)

* Tel: 015 287 6129
* Email: legorap@premier.limpopo.gov.za
1. Mr. Makgahlela L A

Lecture: Department of Information Studies (University of Limpopo)

* Tel: 015 268 4635
* Email: lefose.makgahlela@ul.ac.za
1. Mr.Seabi L

Humanities and African librarian (University of Limpopo)

* Tel: 015 268 2968
* Email: lucas.seabi@ul.ac.za