



# Lizeka Kabeni

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

As a student of office management and technology, I'm seeking a job that will allow me to apply my problem-solving skills and critical thinking abilities in a professional setting. I'm looking for a role that will challenge me and allow me to continue learning and growing as a professional. I'm interested in finding a job that will allow me to use my technical skills and knowledge to make a meaningful contribution to the organization.

Preferred occupation	Jobs for students Student jobs
Preferred work location	East London Eastern Cape

## Contacts and general information about me

Day of birth	2000-07-11 (24 years old)
Gender	Female
Residential location	East London Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2023.05 iki 2023.12</b>
Company name	Walter Sisulu University
You were working at:	Jobs for students
Occupation	Peer facilitator at the writing center
What you did at this job position?	As a peer facilitator at a writing center I was doing the following duties: - Helping students with their writing, including reviewing drafts and offering constructive feedback. - Facilitating group workshops and discussion sessions on writing topics. - Providing individualized assistance to students who need extra help. - Assisting with the operation of the writing center, including scheduling appointments and answering questions. - Maintaining a positive and supportive environment for all students.

**Education**

Educational period	<b>nuo 2021.02 iki 2023.12</b>
Degree	Grade 12 / Matric
Educational institution	Walter Sisulu University
I could work	I believe that I could work effectively as a student office manager or technology assistant because I have strong organizational skills, an eye for detail, and a passion for supporting others. I'm able to stay calm and focused under pressure, and I'm alwa

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	good	very good	fluent

**Computer knowledge**

I have extensive experience using Microsoft Office applications, including Word, Publisher, PowerPoint, and Excel. I'm able to create and edit documents, presentations, and spreadsheets with ease, and I'm familiar with a variety of formatting and editing tools. I also have a strong understanding of how to use these applications to collaborate with others, both in person and remotely.

**Conferences, seminars**

I have experience attending and presenting at a variety of conferences and seminars. I've participated in both in-person and virtual events, and I'm comfortable presenting to a variety of audiences, from small groups to large conferences. I also have experience preparing and submitting proposals for conference presentations. These experiences have helped me develop strong public speaking and presentation skills.

**Recommendations**

Contact person	0710700384
Occupation	Writing Center Coordinator
Company	Walter Sisulu University
Telephone number	0437085200
Email address	syawa@mywsu.ac.za

**Additional information**

Your hobbies	In my free time, I enjoy a variety of hobbies and activities. I love to read and explore new ideas, whether through books, articles, or podcasts. I also enjoy spending time outdoors, whether that's going for a hike, taking a walk around the neighborhood, or simply sitting outside and enjoying the fresh air. I also like to stay active and play sports like running, duve etc. Most of all I'd seat and sing.
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Driver licenses	None
Salary you wish	R3000 R per month
How much do you earn now	R1500 R per month