



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2023.05 iki 2023.12
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	nuo 2021.02 iki 2023.12
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

Language	Speaking level	Understanding level	Writing level
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.

Driver licenses	None
Salary you wish	R3000 R per month
How much do you earn now	R1500 R per month