



# Lerato Ramphele

Curriculum Vitae (CV)

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

Dear Hiring Manager,

Teaching has been my passion and vocation, shaping both my professional journey and my skill set. My experience in the classroom has cultivated not just pedagogical expertise but also an unexpected proficiency in administration.

Through meticulously capturing and managing learner information year-round, I've honed a knack for administrative duties, recognizing the pivotal role of data in optimizing educational strategies. This practice has evolved my skills beyond teaching into effective administrative capabilities.

Furthermore, my dedication to communication has flourished through interactions with students, parents, and colleagues. I've embraced various communication techniques to foster an inclusive and collaborative environment within educational settings.

My proficiency in Microsoft Office, especially in data capture and utilization, has proven instrumental in streamlining administrative tasks and optimizing the learning process. Utilizing MS tools, I've efficiently organized, analyzed, and implemented data-driven decisions, enhancing overall educational outcomes.

I am enthusiastic about the opportunity to leverage my dual expertise in teaching and administration to contribute positively to your institution. Thank you for considering my application.

Warm regards,

Lerato Ramphele

Preferred occupation

Data capturers  
Administrative jobs

## Contacts and general information about me

Day of birth 1996-12-27 (27 years old)

Gender Female

Residential location

Bloemfontein  
Free State

Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

*Information is available only for registered users.*  
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#### **Additional information**

Salary you wish

30000 R per month

How much do you earn now

17000 R per month