

# MBALI BOOYSEN

Graduate

+27 11 123 4444 ■ mbali@sample.com ■ www.linkedin.com/MbaliBooyesen  
Simons Town, Cape Town, South Africa



## PROFESSIONAL SUMMARY

I am a young and dynamic Bachelor of Arts in Communication Science graduate with a love for working with people. My ambition is to build a career in Public Relations. Some of my academic achievements include being the President of the Golden Key Society as well as graduating top of my class. In my downtime, I volunteer at a children's home and enjoy baking and bowling.

I am highly skilled at relationship building with different individuals across different levels. I also have exceptional writing, presenting, and interpersonal communication skills. Adept at assessing needs, generating options, and implementing solutions in collaboration with different stakeholders.

## EDUCATION

UNIVERSITY OF SOUTH AFRICA ■ 2016

 **Bachelor of Arts in Communication Science**

DAMELIN ■ 2013

 **National N Diploma: Public Relations**

WYNBERG GIRLS' HIGH SCHOOL ■ 2011

 **Matric**

## PROFESSIONAL TRAINING

### Seminars or Workshops

- Self Mastery ■ 2018
- Communicating Across Cultures ■ 2018
- Conflict Resolution ■ 2017

## ACHIEVEMENTS AND AWARDS

- Golden Key President ■ 2015
- Represented my school in Huston Texas as Head of Debate Team ■ 2015
- Hokey Team Captain ■ 2011

## LANGUAGES

English	● ● ● ● ●
Afrikaans	● ● ● ● ●
Sesotho	● ● ● ● ●
Setswana	● ● ● ● ●
Zulu	● ● ● ● ●

## ATTRIBUTES

- Articulate
- Ambitious
- Charismatic
- Cooperative
- Creative
- Determined
- Efficient
- Focused

## PROFESSIONAL SKILLS

- Coordination Skills
- Conflict Resolution
- Communication
- Correspondence
- Content Management
- Negotiating
- Problem Solving
- Presentation

## COMPUTER SKILLS

MS Word	● ● ● ● ●
MS Excel	● ● ● ● ●
MS PowerPoint	● ● ● ● ●
Outlook	● ● ● ● ●
Internet	● ● ● ● ●

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## CAREER HISTORY

ABC CAREER SOLUTIONS, JOHANNESBURG

*February 2017 - Current*

### ✦ Admin Assistant

#### Role Summary

- My role includes providing general administrative and clerical support including mailing, scanning, faxing and copying.
- Maintaining electronic and hard copy filing system.
- Opening, sorting and distributing incoming correspondence.
- Performing data entry and scanning documents.
- Manage calendar for the Managing Director.
- Assisting in resolving any administrative problems.
- Run company's errands.
- Assisting with customer queries.
- Preparing and modifying documents including correspondence, reports, drafts, memos and emails.
- Scheduling and coordinating meetings, appointments and travel arrangements for Managers.
- Maintaining office supplies for the department.

#### Achievements

- Won the CEO award for going above and beyond the call of duty.
- Nominated for the Innovation award for introducing a new system to the department which resulted in a 20% time saving.

ABC CAREER SOLUTIONS, JOHANNESBURG

*March 2016 – January 2017*

### ✦ Front Office Intern

#### Role Summary

- Provided information such as services offered and available products to customers.
- Engaged people in conversation in order to determine their specific reasons for visiting.
- Took calls and responded to inquiries.
- Received mail, checked recipient information, and distributed it to the right people.
- Routed calls to the right people within the company.
- Scheduled meetings and conferences in sync with executives' calendars.
- Handled follow up meetings and appointments.
- Took dictation for memos and minutes and mailed out copies to the right personnel.
- Ensured that office supplies and equipment are always available and in good working order.
- Created and maintained relationships with suppliers and vendors.
- Ensured the cleanliness and maintenance of front desk areas.

#### Achievement

- Got offered a permanent position.

## INTERESTS/HOBBIES

- Tennis
- Hockey
- Gymnastics
- Baking
- Socializing

## REFERENCES

PETER SMITH

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**AMC Career Solutions**

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**Professor**

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**A professional CV shows that you are serious about your career.**

**A professional CV helps you to stand out from other candidates.**

**A professional CV opens many doors of opportunity.**

## Tips

- If you are going to design your own CV ensure that you are consistent with your colours, structure, spacing, fonts and alignments for a more professional look.
- When writing your own CV remember to focus on your key competencies, achievements, language, tone, spelling, grammar, and to use the right keywords for ATS (Applicant Tracking Systems).

Get professional help to make certain that you have a document that is impressive and professional. We have helped thousands of people secure jobs through impressive career branding.



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