CURRICULUM VITAE OF:

ZANDILE WINNIE ZONDO

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## CAREER OBJECTIVES

I have studied at University of Johannesburg. My career objective is to establish myself in a dynamic environment where my knowledge and training can be fully utilized. I aspire to learn and grow, hence I strive to reinvent myself and improve on my shortcomings. I strive to bring commitment, integrity and competence to my work.

## PERSONAL PROFILE

Full names and Surname : Zandile Winnie Zondo

Contact details : 0735700042

E-mail : zandyzondo@gmail.com

ID Number : 9305040474086

Driver’s license : Yes

Language Proficiency : English, IsiXhosa, IsiZulu

Home Address : 46 Celle Street

 Glencoe, 2930

## PERSONAL PROFILE

* Detail oriented
* Problem solver and lateral thinker
* Report writing
* Attaining objectives through teamwork
* Self-Motivated and leadership skills
* General Office routine skills and experience

## SKILLS AND EXPERIENCE

* I am competent in Microsoft Office
* Internet and Email. Translating, Editing text and interpreting.
* I have acquired good interpersonal and communication skills which I also learned as a subject.
* I can work alone and I have been involved in several group assignments where I comprehended the importance of team work and learned to work well in a team.

## EMPLOYMENT HISTORY

Name of Organization : MPC Connect

Job Title : English online tutor

Period : 05 October until 31 December

Experience : Assist foreign adults and student from China via online with

 Grammar and Vocabulary.

Name of organization : The African sports and scholastic initiative for students (Assist)

Job Title : English and IsiZulu tutor

Period : 12 July’14 to November ‘14

Experience : Teaching student, helping them with their homework and tutoring extra school work

Name of Organization : ATKV Language Division

Job Title : Translator (internship)

Period : 19 June until 30 June’17

Experience : Translating text, editing in IsiZulu and English.

## EDUCATIONAL QUALIFICATIONS

**TERTIARY EDUCATION**

**Institution :** Johannesburg City College

Period : 23 January 2012- 15 November 2012

Program : Paralegal studies certificate

Subjects Passed : office management for legal practice, Criminal Law and Law of

 Procedure, Debt collecting, Civil Litigation collecting,

 Introduction to South African Law, Property law and conveyance

Period : 20 January 2013 - November 2014

Program : LLB (Bachelors of Law)

Subjects Passed : Introduction to South African Law, Law of Persons, Civil law

 Family law

Institution : University of Johannesburg

Period : February 2015 to December 2017

Program : Bachelors of Degree in Language Practice

Subjects Passed : English, IsiZulu, Linguistics, French, Language Practice

**SECONDARY EDUCATION**

Last school attended : M.L Sultan Glencoe Secondary School

Period : 2011

Highest standard passed : Grade 12 (Bachelor Degree)

Major Subjects Passed : English, IsiZulu, Life Science, Life Orientation, Accounting,

 Geography, Mathematics

## REFERENCES

Name : Karien b

Organization : ATKV

Occupation : Translation and Editing

Contact Details : karienb@atkv.org.za

Contact Number : 0729280074

Name : Aphelele Binta

Organization : The Assist

Occupation : Executive Director

Contact Details : aphelele.binta@gmail.com

Contact Number : 0785063631