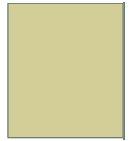


SALOME MOLOKWANE

SOUTH AFRICA PRETORIA

0630240974 ▪ salomepolitemolokwane@gmail.com



Objective

As a driven and enthusiastic high school graduate with experience as an Office Administrator and Educator's Assistant, currently pursuing an LLB degree and supplemented by AI training I undertook, I am eager to leverage my developing legal knowledge, AI insights, and exceptional communication skills, I am poised to leverage my skills and knowledge to drive success and growth in a dynamic and innovative environment. With a proven track record of effectively resolving problems, providing administrative support, and fostering a positive learning environment, I am confident in my ability to make a valuable contribution to your organization. I possess a strong work ethic, excellent attention to detail, and a dedication to excellence, with a passion for lifelong learning and staying up to date with industry advancements

Experience

Educator's Assistant ▪ 12/2020 – 04/2021

Miragoma Primary School ▪ Ramotshinyadi Village, Tzaneen

- Developed and implemented a reading champion program to foster a love of reading in young learners.
- It boosted learner participation by designing engaging activities and group projects that fostered collaboration and teamwork.
- Supported lead teacher in managing classroom behavior, ensuring a safe and supportive environment for all learners.
- Analyzed assessment data to tailor instruction for individual learners' needs and addressed overall class performance goals.
- Created and implemented effective behavior management strategies to instill discipline and compliance with the code of conduct.
- Collaborated with administrators to develop school-wide initiatives promoting academic excellence.
- Organized classroom materials and resources to optimize lesson plans, activity stations, and teacher requirements.

Office Administrator ▪ 04/2018 – 12/2018

Ramotshinyadi Tribal Office ▪ Ramotshinyadi Village, Tzaneen

- Streamlined administrative processes, reducing errors by thoroughly proofreading office documents, maintaining accurate records and data capturing.
- Optimized workplace efficiency by regularly maintaining office equipment and proactively troubleshooting technical issues.
- Supported event planning efforts for company functions, enhancing employee engagement and networking opportunities.
- Excelled in multitasking, skillfully juggling diverse responsibilities, including reception duties, clerical duties and administrative tasks.
- Utilized advanced administrative and analytical skills to oversee day-to-day operational activities.
- Maximized productivity by prioritizing tasks, managing schedules, and coordinating meetings for staff members.

Skills

- Excellent communication skills: Developed through public speaking, writing and presenting in academic and personal projects; interacting with people from diverse backgrounds.
- Administrative expertise: Cultivated the skill when I worked as an Office Administrator providing support with tasks such as email management, calendar organization and data entry.
- Extremely organized: Demonstrated through maintaining tidy workspaces and digital files, prioritizing tasks and managing time effectively; meeting deadlines and delivering results.
- Adaptability and versatility: Adjusting to new situations and challenges; being open to learning and growth.
- Exceptional problem-solving skills: Refined through overcoming obstacles in personal and academic projects; finding creative solutions to challenges.
- Microsoft Office proficiency: Proficient in Word, Excel, Powerpoint, Outlook; able to create documents, spreadsheets, presentations and manage email and calendars effectively.
- Time management expertise: Mastered through balancing multiple assignments and deadlines; prioritizing tasks to meet goals.
- Team player: Fostered through working on group projects; contributing to team discussions and goals.
- Critical thinking: Honed through analyzing complex information, evaluating evidence, and forming well-supported arguments in academic assignments and discussions.
- Strong Interpersonal Skills: Developed through building rapport with colleagues, clients, and customers; actively listening and responding to their needs; resolving conflicts and fostering positive relationships.

Education

University of South Africa
Present ▪ Bachelor of Laws
Expected date : 01/07/2025

Mashooro High School
2017 ▪ Grade 12
Majored in History, Geography and Life Sciences

References

Mafa MP ▪ Miragoma Primary School
0603909914

Rababalela MS ▪ Ramotshinyadi Tribal Office
0611727049