

# CURRICULUM VITAE

11/03/2019

MAKGANO SARAH BOPAPE

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## **NATIONALITY**

South African: SACE Reg No: 12359992 (Teaching Registration ID Number)

## **PERSONAL PROFILE**

I have a Bachelor's degree with over 10 years of professional teaching experience and have been involved in a lot of volunteering work since I was a student and have excellent teaching, training and presentation skills. I have good oral and written communication skills applied in a variety of situations for a range of purposes.

## **EDUCATION**

### **Tertiary Education:**

1999 to 2002

Bachelor of Science degree (BSc)

University Of The Witwatersrand, Johannesburg.

### **High School**

1993 to 1997

Matric/Grade 12 ( Senior Certificate)

Tlhakanang High School

## **WORK EXPERIENCE**

**January 2017 to Date**

**Qwenadi Life Coaching**

***Duties and Responsibilities***

Teaching entrepreneurship, CV writing, computer skills, English, communication skills and basic skills development

**January 2014 to December 2016**

**Diefontein Christian School**

***Duties and Responsibilities***

Teaching Natural Science & Technology Grade 5 to 9 and Teaching Mathematics Grade 8 & 9

**August 2009 to August 2013:**

**Westminster College**

***Duties and Responsibilities***

Teaching English and Microsoft package to refugees and Asylum seekers in London, United Kingdom

**June 2007 to June 2009:**

**Recruitment Consultant: Deloitte Consulting**

***Duties and Responsibilities***

Attracting candidates and matching them to relevant jobs  
developing a good understanding of what client companies do and their work culture  
advertising vacancies appropriately by drafting and placing adverts using a wide range of media (e.g. newspapers, websites, magazines)  
headhunting - identifying and approaching suitable candidates  
receiving and reviewing applications, managing interviews and short-listing candidates  
checking references and suitability of applicants before referral to employers for interview  
arranging interviews for the right candidates with the clients  
preparing résumés and correspondence to forward to clients in respect of suitable applicants  
informing candidates about the results of their interviews and preparing letters of appointment  
negotiating pay and salary rates and finalising arrangements between client and candidates  
offering advice to both clients and candidates on pay rates, training and career progression; reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programmes

**January 2003 to May 2007:**

**Human Resource Administrator: MBD Attorneys**

***Duties & Responsibilities***

Payroll (terminations, unpaid leaves, medical aid, garnishes, maternity)  
Creating new employees Confirmation of employment  
Organising and scheduling counselling sessions with FAMSA for employees  
Organising events like Women's day, heritage day, health day ( e.g. VCT)etc  
Inductions  
International relations: Warnings, hearings, CCMA cases  
Filing  
Employee' queries  
Preparing monthly, weekly, daily Reports  
Capturing and Monitoring Leave on VIP  
Recruitment: assessments, interviews, doing appointment letters  
Exit interviews

## **VOLUNTEERING**

**Teaching Grade 8 to 12 Saturday school and winter school at WITS University (2001 – 2003)**

HIV/ AIDS Counseling and Training at Johannesburg General Hospital and Cape Town (2002 - 2004; 2014 to date)

***Duties and Responsibilities:***

Counseling HIV/AIDS patients

Training the community about HIV/AIDS

Doing home based care for the AIDS patients

Fundraising

2010 to 2013: Fundraising for Marie Curie Cancer Organisation and wear it pink for breast cancer every October

## **FURTHER TRAINING AND EXPERIENCE**

**2002 to 2003:**

Working as Remittance Clerk, call centre agent, customer service agent and receptionist at EDCON

**Duties and Responsibilities:**

Processing payments

Handling all the payment related queries for all accounts

Organising fashion shows and photo shoots and training models how to excel in the fashion industry (London, UK, 2010-2013)

### **INTERESTS**

Reading

Writing

Aerobics

Listening to music and dancing

Watching reality TV

Learning different languages (I can now speak French, Italian, German and Dutch and can speak 11 of the South African languages)

## **REFERENCES**

Available on request (as advised by referees not to put their personal details public)