

Curriculum Vitae of Loyisile Dlomo

Personal Details

Name(s): Loyisile
Surname: Dlomo
Gender: Female
Date of Birth: 22 December 1998
Contact Number: 063 668 1382
Alternative Number: 076 889 8485
Email Address: loyisiledlomo@gmail.com
Language(s): IsiXhosa & English - both fluent

Education

National Senior Certificate: Manyano High School - Completed in 2016

Diploma in Nature Conservation: Cape Peninsula University of Technology - Obtained in 2021

Work Experience

Environmental Education Intern at Kirstenbosch National Botanical Garden, SANBI

Key Responsibilities:

- **Contribute to the development, implementation, and coordination of the Biodiversity Education Programmes:**
 - Preparing photocopies and resources to be provided to schools in preparation for a guided lesson.
 - Conducting EE programs with different school groups in the garden.
 - Adhering to Health & Safety by always carrying first aid kit when out with groups.
- **Contribute to the development and maintenance of teaching and learning resource materials for the Biodiversity Education and Public Engagement Programmes:**
 - Editing and improving existing teaching material to relate to mainstream teaching curriculum.
 - Translating English worksheet to IsiXhosa to accommodate more learners visiting the centre.
- **Perform administrative duties and ensure personal and professional development:**
 - Writing monthly reports of monthly duties.
 - Recording and writing staff meeting minutes.
 - Providing daily administrative support to the supervisor.
 - Communicating with stakeholders for upcoming events.
 - Keeping a record of cash receipts for purchased stationery stock.
 - Filing signed out stationery items and record keeping of available stationery for end of quarter submission.
 - Providing mentorship to new staff, interns, and contract workers, with their work tasks.
- **Contribute to the development, implementation, and coordination of the Awareness-Raising Programmes:**
 - Developed a chart based on the NBA to explain the protection status of wetlands in South Africa
 - Visited an organization in celebration of water week and held an educational programme.
 - Propagated indigenous plants to be donated to the Mitchells Plain community garden.
 - Maintained the Goldfields Centre potting area and worm farm.

- **Contribute to the development, implementation, and coordination of the Capacity development:**
 - Participated in the planning process of the FET Biodiversity career event, including inviting organizations to present to the learners.
 - Assisted in completing the admin work required for the event's success.
- Duration: 01 November 2021 - 31 October 2023**

Brand Promoter at XP Squared Promotions

Key Responsibilities:

- Engaging with potential and existing customers in a professional manner
- Promoting new brand products to customers
- Writing and submitting sales report to the regional manager after every shift.

Duration: 19 February 2021 - 31 October 2021

Reason for leaving: Received employment offer with SANBI.

Conservation Intern at Bontebok National Park, SANParks

Key Responsibilities:

- Data Capturing during research project on the diet of Cape mountain zebra in Bontebok National Park.
- Writing rangers monthly report.
- Enforcing environmental legislations with field rangers NEMPA 57 of 2003, NEMBA 10 of 2004.
- Weekly foot patrol of the fence
- Monthly monitoring of endangered plants.
- Procuring PPE for field rangers and Environmental Monitors
- Updating the asset register for the People and Conservation department.

Duration: 02 January 2020 - 23 December 2020

Reason for leaving: Contract ended.

Training and Certifications

Introduction to Snake Awareness and Handling
Introduction to Integrated Wildfire Management

Competencies

Microsoft Office - MS Word, MS PowerPoint, MS Excel, MS Outlook, MS Teams
Critical Thinking and Problem Solving
Effective Oral and Written Communication
Impeccable time management

References

Ms. Omphile Khutsoane
Senior Environmental Education Officer
Kirstenbosch National Botanical Garden, SANBI
073 733 4275

Ms. Dilshaad Adams
Regional Manager
XP Squared
067 118 5364

Mrs. Khanyisa Tyolo
People and Conservation Officer
Bontebok National Park, SANParks
071 229 6033