

Patience Makhananisa

Project Management | Junior Coordinator | Strategic Planning

Johannesburg, South Africa

patienceablemakhananisa@gmail.com

linkedin.com/in/patience-makhananisa

Portfolio: <https://patiencemakhananisa.netlify.app>

Professional Summary

Entry-level Project Management professional with completed training in Strategic Project Management. Skilled in planning, task coordination, progress tracking, reporting, and supporting project delivery. Strong organisational and communication skills, with a focus on ensuring projects are completed efficiently and aligned to organisational goals.

Core Project Management Skills

- Project Planning & Scheduling
- Risk Awareness & Mitigation (Foundational)
- Reporting & Documentation
- Monitoring & Progress Tracking
- Team Coordination & Support
- Task & Timeline Management
- Resource Allocation (Junior Level)
- Stakeholder Communication
- Microsoft Excel for Project Management
- Strategic Thinking (Applied)

Certificates & Training

- Fundamentals Project Management - Saylor Academy
- Strategic Project Management - Saylor Academy
- Outlook Quick Tips - LinkedIn Learning

Relevant Experience

Project Coordination Support (Volunteer / Training Projects)

- Assisted in planning tasks and timelines for small initiatives
- Maintained project documentation and tracked progress against milestones
- Prepared reports to update supervisors on project status
- Coordinated communication between team members to support project delivery

Additional Competencies

- Time Management & Prioritisation
- Attention to Detail
- Adaptability & Learning Agility

- Problem Solving & Critical Thinking