**Aliyah Du Toit**

Cape Town, South Africa

[aliyah.dutoit@gmail.com](http://aliyah.dutoit@gmail.com) • 0614402813

High School Student

*Final Year High School student at Groote Schuur High School, passionate about literature, wildlife, cooking, and baking. Seeking a professional opportunity to gain experience in the job-market to put my skills to practice.*

— Professional Areas of Interest —

Administration | Operations | Events | Human Resources | Sales

Research | Call Centre

Professional Experience

Freelance Cape Town, RSA

**Assistant/Coordinator** 1/01/20218 – current

*Key Accomplishments:*

* Assist in the logistics of events held by local artists and DJs in Cape Town.
* Responsible for setting up the event, along with the necessary equipment.
* Support the entire event planning process and operations, along with senior event support staff.

**Volunteer Experience**

* Volunteer monthly in underprivileged communities in and around Cape Town as part of a feeding scheme.
* Support the entire process from sorting, packing, and transporting basic household items and grocery packages to various communities.
* Assist in distributing food to children and parents, along with basic household and personal care items.

Education and Credentials

**High School Student**

Groote Schuur High School – Cape Town, RSA

2017 - 2022

Subjects:

English **∙** Afrikaans ∙ Life Orientation ∙ Physical Science ∙ Mathematics ∙ Accounting ∙ Biology

Skills:

Professional Speaking ∙ Writing ∙ Time management ∙ Completing tasks timeously

Technical Proficiency:

MS Office **∙** Microsoft Word ∙ Microsoft Excel ∙ Microsoft Excel **∙** Microsoft PowerPoint

**REFERENCES**

* Aziza Vallie 072 661 1144
* Roeshda Azad 081 531 3773