

CURRICULUM VITAE FOR WENDY R. CHIRIDZA

PERSONAL DETAILS

Name	:	Wendy Rutendo
Surname	:	Chiridza
Sex	:	Female
E-mail address	:	chiridzaw@gmail.com
Contact details	:	+263783055133
	:	+263717997324
I.D number	:	42-270864Q15
Nationality	:	Zimbabwean
Languages	:	English & Shona
Religion	:	Christianity
Date of Birth	:	27 February 1994

MOTIVATION

To associate with a dynamic organization in which I can apply my knowledge on practical grounds from academic qualifications and help people the best way I can.

PERSONAL TRAITS AND ATTRIBUTES

- Can easily interact with clients and staff.
- Can work under pressure, do take direction and have a high level of professional attitude.
- Technically proficient in Microsoft techniques.

CAREER OBJECTIVES

- To contribute my knowledge and skills both already captured and being learnt to the achievement of impressive results.
- To highlight my abilities, skills and qualifications relevant to the achievement of certain goals and aspirations

ACADEMICS QUALIFICATIONS (TERTIARY EDUCATION)

National Diploma in Mass Communication

National Certificate in Mass Communication

ACADEMICS QUALIFICATIONS (ORDINARY LEVEL PASSES)

Attained 5 O Levels including Mathematics, Science and English

ACADEMICS QUALIFICATIONS (ADVANCED LEVEL PASSES)

Attained 2 A levels

WORK EXPERIENCE

1) HARARE HOSPITAL

- One year on the Job training as a Public Relations Officer
- January 2018 – December 2018

Duties

- Writing stories for HCH newsletters
- Designing the newsletter
- Writing Public Relations Quarterly Report
- Taking pictures of hospital events
- Writing hospital memorandums and appreciation letters
- Speech writing
- Receiving donations
- Assisting clients at the Help desk
- Event management
- Handling complains
- Conducting surveys

REFERENCES

1. The Headmaster & Staff

Vengere High School

P O Box 53

Rusape.

Tel: (0225)2052500.

2. Head of Mass Communication

C Mundondwa

Harare Polytechnic College

P O Box CY 407 Causeway

Harare

Cell: 0783 532 1435

3. Mass Communication Lecturer

P.Banga

Harare Polytechnic College

P O Box CY 407 Causeway

Harare

Cell: 077 406 3215

4. Miss Chikurunhe

Public Relations Officer

Harare Hospital

P O Box 223

Harare

Cell: 071 419 2233