

## CURRICULUM VITAE FOR WENDY R. CHIRIDZA

### PERSONAL DETAILS

Name	:	Wendy Rutendo
Surname	:	Chiridza
Sex	:	Female
E-mail address	:	<a href="mailto:chiridzaw@gmail.com">chiridzaw@gmail.com</a>
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**

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**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

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**Cell: 071 419 2233**



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