



# KHETHELO NXELE

## STUDENT

### SUMMARY

As a third-year student and an aspiring African leader/writer/storyteller, I seek a challenging position in a reputed organization to learn new skills, expand my knowledge, and leverage my learnings. I am a dedicated, productive, and resourceful team player with a proven track record of successful project management and quality outcomes. I excel at determining client requirements and delivering excellent service. I am proactive and excited to collaborate with like-minded individuals and achieve goals through cross-team collaboration.

### WORK EXPERIENCE

#### ● Marketing Intern - Blood Vessels Podcast Jan - March 2023

- Established and managed social media presence and engagement to gain a bigger audience and remote engagement with the audience.
- Responding to telephone, emails, and social media engagement, ensuring the application of consistent brand voice.

#### ● Trainee Producer - Kwande Africa Productions May - June 2022

- Managed team diary, took minutes for all internal & external meetings.
- Provided support for the implementation of production schedule
- Assisted in crafting marketing objectives to be attained by company.
- Offered innovative, creative ideas for diverse project briefs, engaging clients in wide-reaching production possibilities.

#### ● HR Intern - Khethefeni Bottomline Solutions March-May 2022

- Offered assistance throughout recruitment processes.
- Posted job listings in various media channels to increase talent pools.
- Reviewed H.R. handbooks regularly and completed timely updates.
- Compiled timesheets for shift workers & shadowed H.R. manager, and attending and planning staff meetings.

#### ● Journalism Intern - Gagasi FM, Current Affairs Dept. Dec - Jan 2022

- Shadowed various newsroom personnel incl. studio & journalists
- Gathered insights news about the broadcast story development
- Immersed in technicalities of a broadcasting newsroom
- Familiarised myself with media business incl. digital aspect of broadcasting.

#### ● Strategy and Traffic Intern- Brand Leadership FEB - April 2024

- Assisted with briefs to present to the studio
- Gathered info for formulating stakeholder analysis and content plans for companies such as Bank of Kigali
- Immersed in creating reports for projects
- Conducting Scrum meetings to understand tasks at hand from clients.

### EDUCATION

#### St Nicholas Diocesan School

Matric Certificate  
2009-2021

#### African Leadership University

BSc. (Hons) Entrepreneurial Leadership  
2022-present

### SKILLS

- Communicating and Collaborating
- Critical and Creative Thinking
- Microsoft Office and Google Suite
- Teamwork, Adaptability, Time management
- Canva, CapCut, Adobe Express

### LANGUAGE

English  
IsiZulu

### REFERENCES

Bright Ntuli-

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## ACHIEVEMENTS:

- HEAD OF BOARDING 2021
- St Nicholas Service Award
- 3rd in Grade 12 2021
- First in Dramatic Arts 2021

## PROJECTS:

- Random Words of Kindness

The Random Words of Kindness initiative sought to use kindness to encourage, support, and care for fellow boarders by sharing a treat that contained "RANDOM WORDS OF KINDNESS." This also consisted of Workshop activities and creating a safe space for boarders who felt neglected and alone.

- InSession with Kaybee

A blog that started that explores the history of writing and its different forms.

Link:  
<https://medium.com/@khethelonx/the-history-of-writing-and-its-different-forms-735d2fd48de6>

## SOCIALS:

