Chipampe Patricia Lombe

Curriculum Vitae

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**PERSONAL INFORMATION**

**Current Address:** 11 De Waal Hof Bellville Cape Town

**Permanent Address:** 71 Bayview Apartments Muizenberg Cape Town

**Mobile**: 0782700131 **Email**: Chipampelombe@gmail.com

**EDUCATION**

**Jan 2010 - Dec 2012 Faculty of Science, University of the Western Cape**

**BSc Biotechnology**

**Jan 2005 – Dec 2008 International School of Lusaka International General Certificate**

**of Secondary School Education (IGCSE)**

Biology, Chemistry, Physics, English, Mathematics

Principles of Accounts, History and Geography.

**WORK EXPERIENCE**

**Jan 2009 – Dec 2009 Part-Time Administrative Assistant, Pinewood Preparatory**

**School, Lusaka, Zambia**

Duties included:

- The electronic preparation of examination papers using computer software and hardware.

- Accepting payments and submitting bank and tax documents.

- Inputting customer information and other data into tables and spreadsheets for processing.

- Audio transcriptionists

- Handling customer enquiries and complaints by phone and in person.

Skills developed:

- Technological proficiency and research skills

- Excellent time management to ensure work was submitted by stipulated deadlines.

**HOBBIES Reading:** I read widely and particularly enjoy the classics

ranging from Shakespeare and Elliot to Dickens and Conrad.

I also keep abreast of current affairs by regularly reading

Academic publications and newspapers and attending seminars.

**SKILLS** - Able to speak, read and write fluent English.

- Competent in the use of Microsoft Office software.

- Good knowledge of the internet and email.

**REFERENCES**

Mr Brian Jordan Headmaster

Pinewood Preparatory School Lusaka Zambia

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