|  |
| --- |
| **LOLO LEKGOANE**  **`23111111111111111111111111111111111111111111111111111111111111111111111111111111111111111111111111111111111111111111111111111111CURRICULUM VITAE** |
|  |
|  |
|  |
|  |

LOLO TLOTLO LEKGOANE

Identity number: 8711200871089

Telephone no: 0768778988

Email address: [lekgoanelolo@yahoo.com](mailto:lekgoanelolo@yahoo.com)

Driver’s License: Code 8

Physical address: 69 Berger Road, Vorna Valley, Silkwood complex, Midrand, 1682

**EDUCATION**

University University of North West [Mafikeng]

Degree BCOM in Marketing Management

Year of completion **YEAR** 2010

**Major Courses:**

Relationship Marketing

Strategic Marketing

Investment and Financial Risk

Strategic Management and Business

Distribution Management

Marketing Communication

Purchasing Management

Sol Plaatjie Secondary School **YEAR 2005**

Highest Grade Passed : **Grade 12**

**Major Subjects**:

- English [First language]

- Setswana [First language]

- Biology

- Physical Science

- Mathematics

- Computyping

**EXPERIENCE**

South Africa Airways  **:** June 27 2012- Current

Marketing Intern

**Tasks and Responsibilities**

Assisting with marketing activities

* Drafting project briefs to ad agencies
* Assisting the communications department with drafting PR releases
* Assisting with co-ordination of CSI (Corporate Social Initiatives)
* Marketing assignments

Sol Plaatjie Secondary School : Mafikeng (February-March 2006)

Secretary

: **Tasks and Responsibilities**

Typing newsletters,

Answering calls,

Attending to parents’ queries

Filling

Vodacom promotions : **Tasks and Responsibilities**

Promoting and selling airtime

Department of Transport : Transport-MEC Awards (November 2008)

**Task and responsibilities**

Welcoming and registering guests

Hyper-act promotions  **:** Ushering and registering guests (2007)

University of North West : Student Assistant

Mafikeng Campus **Task and Responsibilities**

Faculty of Commerce and Administration Invigilating students when writing tests and admin administration duties such as marking test papers

1 Gospel (Urban Brew Productions) : (August – November 2011)

**Tasks and Responsibilities**

Co-Presenting and administration duties

**SKILLS**

* Excellent Communication Skills
* Ability to use Windows, MS Word, excel, power point.
* Interpersonal skills
* Strong admin skills
* Attaining objectives through team work
* Excellent telephone etiquette

- Ability to work under pressure with particular attention to detail

**REFERENCES**

Mr. Thapelo Lehasa

Head of International Marketing

South African Airways

Phone no: 011 978 5871

Ms. Nomvula Sibeko (Content Producer)

Engagement-Entertainment

[011 9127800]

nomvula@engagemententertainment.co.za

Dr. F.K. Kadama

Faculty of Commerce and Administration

School of Accounting and Management Sciences

[018 3892565]

Lovelace J.K. Godji

Head: Department of Management Faculty of Commerce and Administration

[018 389 2201]