Tlhalefang Terrence Mapogo

Ruimsig, Roodepoort

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# **PROFILE**

I am an organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Eager to contribute to the dynamic field, I am particularly drawn to roles that offer on-the-job training and professional growth. With a commitment to continuous learning and adaptability, I am well-prepared for a graduate program and/or full-time employment that allows me to make meaningful contributions to the organizational objectives. My technical skills in programming languages such as PHP, Java, and C#, coupled with my proficiency in tools like Visual Studio/Code, and SQL, enable me to deliver innovative solutions. I am excited about the opportunity to bring my skills to Toyota, where I can contribute to the company's commitment to excellence.

## **EMPLOYMENT HISTORY**

**IIE MSA Residence Assistant (Cleaning & Procurement Portfolio), 03/2024-12/2024**

**IIE MSA – Ruimsig, South Africa**

* Assist with daily queries and handle administrative tasks which include proposing of ideas for residence portfolios, report on events and functions, and compile monthly reports and meeting minutes
* Assist the officials in caring for the welfare of students – providing pastoral care, advice, guidance and referrals to relevant parties
* Responding to all requests and emergencies during office hours and remain on-call after hours and weekends
* Monthly Occupational Health and Safety checks
* Assist in special events in the residence (e.g. Open Days, signing in and signing out of students as well as assist with the drafting and implementation of the residence orientation program)
* Attend staff training sessions before each semester and as needed.
* Familiarize myself with residence portfolios
* Oversee resident conduct and manage disciplinary procedures
* Execute emergency and safety protocols according to residence policies
* Ensure compliance with cleaning and hygiene standards
* Address and resolve resident complaints about cleaning promptly

**IIE MSA Career Centre Vice Chairperson,** 01/2023 – 12/2023

**IIE MSA – Ruimsig, South Africa**

* Spread awareness of career centre platform and workshops taking place on campus
* Help guide students on how to navigate the career centre platform and build a professional work profile
* perform all tasks and activities of the Chairperson in the event of the Chairperson’s absence
* Events planning
* Assist the chairperson in all the tasks and activities of the IIE MSA CCA Committee

**IIE MSA Computer Science Tutor**, 01/2023 – 06/2023)

**IIE MSA –** **Ruimsig, South Africa**

* Java and Web development tutor

# **EDUCATION**

**Qualification:** Bachelor of Computer and Information Science (Honours)  
**Institution:** IIE MSA Rumsig, South Africa  
**Status:** Currently Enrolled

**Qualification**: Bachelor of Computer and Information Science

**Institution:** IIE MSA Ruimsig, South Africa  
**Status:** Completed (2023)

## 

## **SOFT SKILLS**

* Communications Skills
* Interpersonal Skills
* Collaborative Team Player
* Problem-Solving
* Adapt easily
* Critical Thinking
* Willingness to Learn
* Industrious

## **TECHNICAL SKILLS**

* C#, Java, HTML, CSS & JavaScript
* Visual Studio (Code), SQL

**REFERENCES**

**Name:** Vezubuhle Vezi   
**Position:** Career Center Coordinator   
**Company:** IIE MSA   
**Phone:** 084 563 8969

**Email:** [vvezi@iiemsa.co.za](mailto:vvezi@iiemsa.co.za)

**Name:** Erica Viviers

**Position:** Senior Residence Officer

**Company:** IIE MSA   
**Phone:** 060 489 8090   
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