Patience ntombi shipalane

453 Guinea Street, Thafeni Section, Tembisa, 1632

064 240 1076 / 076 885 4372 **pashshipalane@gmail.com**

Gender ..... ***Female*** Date of Birth ..... ***22 April 1988***

Marital Status ..... ***Single*** Nationality ..... ***South African***

SUMMARY

Dedicated and resourceful professional with experience in administrative support and elderly care. Proven communication and interpersonal skills, coupled with a commitment to providing compassionate support. Eager to apply initiative, respect for diversity, and goal-oriented approach to contribute to a positive environment.

EXPERIENCE

❖ **Administrator** july 2024 — December 2024
Ekurhuleni Community Safety EPEP(empd)

• Performed administrative duties in the Community Safety EPEP department.

❖ **Care Worker** December 2018
De Groenkloof Old Age Home

• Provided care to elderly residents for 6 months.

❖ **Care Worker (Volunteering)**
Alberton Old Age Home

• Volunteered as care worker for 3 weeks.

EDUCATION

❖ **Grade 12** jan-2016 — dec-2016
Armour Foundation Learning Institute

Subjects studied: English, Life Orientation, Mathematical Literacy, Geography, History, Business Studies, Tourism.

❖ **Anciliary Health Care** January 2018
Raidah Skills Universe

1 year course.

❖ **End User Computing** 2021
Siyafunda Community Technology Centre

3 months course.

LANGUAGES

Xitsonga ..... ***Highly proficient*** English ..... ***Highly proficient***

IsiZulu ..... ***Very good command***

DRIVER'S LICENSES

- **Code C1**

ACHIEVEMENTS

- **digital awareness** 17 march 2025
  ekurhuleni libraries Cisco networking academy
  Cultivated comprehensive understanding of online safety, data privacy, and responsible technology use through rigorous coursework and practical application. Demonstrated commitment to ethical digital citizenship and proactive risk mitigation strategies.
  Cisco

SKILLS

Communication ..... ***Proficient***

Expresses ideas clearly, listens actively, and tailors messages to diverse audiences.

Active Listening ..... ***Expert***

Fully engages with speakers, clarifies information, and demonstrates understanding.

Effective Feedback ..... ***Proficient***

Provides and receives constructive feedback to support continuous improvement.

Initiative .....

Takes proactive steps to identify opportunities and drive projects forward independently.

Respect for Diversity .....

Values varying perspectives and backgrounds, creating an inclusive environment.

Goal Orientation .....

Sets clear objectives and maintains focus on achieving measurable outcomes.

time management .....

INTERESTS

PowerPoint Design .....
Created engaging presentation templates for team meetings using advanced slide techniques.

Desktop Publishing .....
Created office newsletters using Microsoft Publisher, compiling relevant updates and event calendars.

Email Newsletter Curation .....
Compiled and distributed a monthly industry news digest for the admin team.

REFERENCES

- **Mr Rashid** previous manager
  079 890 0663

- **Mrs Dorcas**
  072 399 2217

- **Puleng Lekgoathi** Project Manager
  072 158 5700