

CURRICULUM VITAE OF WENDY RAMASELA MANAMELA

PERSONAL INFORMATION

First name : Wendy Ramasela
Last name : Manamela
Date of Birth : 31 August 1991
Gender : Female
Nationality : South African
Contact number : 0790914074
Email address :
manamelawendy10@gmail.com
Marital status : Single
Driver's license : Code 10
Home Language : Sepedi
Other language : English and Setswana

EDUCATION INFORMATION

High school education

2010: Dr MJ Madiba High School
Grade 12

Certificates

2014: Armar Health and Training
Community healthcare work (level 3)

2017: Mogolo Academy
Computer literacy

Diploma

2018: The Centre for Entrepreneurship
(CELBMO)
Human Resource Management

WORK EXPERIENCE

- EMPLOYER:** Martha Hofmeyer Old-age Home
POSITION: Care Worker (in-service)
DURATION: 6 Months duration (January-June 2012)
RESPONSIBILITIES:
 - Taking vital signs
 - Bedbathing patients
 - Serving and feeding patients
 - Assisting patient with mobilising within the centre
- EMPLOYER:** Unicare Sub-acute Facility
POSITION: Care Worker (in-service)
DURATION: 6 Months duration (June- Dec 2012)
RESPONSIBILITIES:
 - Taking vital signs
 - Bedbathing patients
 - Serving and feeding patients
 - Assisting patient with mobilising within the centre
- EMPLOYER:** Clicks Retailer
POSITION: Shop Assistant Cashier
DURATION: 2 Years and 3 Months duration (December 2014- March 2016)
RESPONSIBILITIES:
 - Teller
 - Stock-taking
 - Packing shelves
- EMPLOYER:** Department of Education
POSITION: General Teacher Assistant
DURATION: 01 May 2023- 30 September 2023
RESPONSIBILITIES:
 - Assist learners with reading
 - Manages the library
 - Assist with teacher administrative duties

CONTACT NUMBER: 0790914074

EMAIL ADDRESS: manamelawendy10@gmail.com

PHYSICAL ADDRESS: Stand no. 351, Mohlolong, Mashashane, 0743

REFERENCES

1. UNICARE SUB-ACUTE FACILITY

Matron: Ms Coetzee
Contact details: 015 295 2192

2. Martha Hofmeyer old-age Home

Chief professional nurse: M Hatting
Contact details: 0152959077

3. Clicks Retailers

Assistant manager: B Nkosi
Contact details: 0710044037

4. Matshelane Primary School

Principal: L.W Ramashala
Contact details: 0799974343

PERSONAL AND PROFESSIONAL SKILLS

I am a motivated and driven individual who is good at multi-tasking. I am a good listener and able to communicate effectively. I am able to work effectively in a team. I possess computer skills. I am flexible and do not get easily intimidated by change.

CONTACT NUMBER: 0790914074

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