

# ZAMA MOKOENA

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2350 Mobola street, Tshepisong phase 6, Johannesburg

## EDUCATION

- Diploma in Public Relations & Communications  
– University of Johannesburg (2021)
- National Senior Certificate – Wiseman Cele  
Secondary School (2016)
- Code 10 Driver's License – Gauteng DLTC  
(2023)
- First Aid Level 1 & 2 – Shesha Management  
Services

## SKILLS

- Office Administration & Coordination
- Scheduling & Calendar Management
- Logistics & Transport Management
- Data Entry, Record-Keeping
- Reporting
- Invoice Processing & Financial management
- Team player
- Quality Assurance & Compliance
- Customer Service & Client Relations
- Microsoft Office, Google Workspace & Asana
- Team Leader and Support
- Strategic Planning & Problem Solving
- Training Delivery
- Experience in facilitating workshops for diverse age  
groups
- Events Planning and Management

## LANGUAGES

- English
- Isizulu
- Isixhosa
- Sesotho

## REFERENCE

1. Lebohang Ntswane | Line Manager, NACOSA |  
lebohangntswane@gmail.com | 082 8945435

2. Sbusiso Thozamile | Program Manager,  
NACOSA | sbusisos309@gmail.com | 071 123 3551

3. Dumani Mjo | Line Manager | MASH T DESIGN  
STUDIO | +27 79 242 6023

4. Ngata Holele | Former Training & Engagement  
Officer, Enke Make Your Mark |  
NGATA.HOLELE@GMAIL.COM | 0746282821



## PROFILE

A highly organised professional with 3 years' experience in coordinating skills development programmes, facilitating training, and providing strong administrative and stakeholder support. Skilled in course delivery, learner management, training logistics, reporting, and working with stakeholders such as communities, SMEs, and external partners. Known for excellent leadership skills, communication, multitasking, and the ability to work under pressure while maintaining quality and accuracy.



## WORK EXPERIENCE

### Training Officer

Affinity health/100% Foundation

Jul 2025- Sept 2025

- Facilitated hands-on skills development and work readiness training to participants.
- Coordinated training logistics for training workshops for groups of up to 12 people.
- Managed administrative tasks, including attendance tracking and reporting.
- Provided Office Support and Center Operations Management.
- Planned and Organised events for students' graduations.
- Planned and Managed Training Budget.

### Community Facilitator Team Leader

NACOSA

Nov 2024- Mar 2025

- Implemented the Dreams No Means No program in schools and communities.
- Led and supervised facilitators, providing guidance and training.
- Built relationships with community organizations, schools, and stakeholders.
- Tracked program outcomes and contributed to evaluation and reporting.
- Managed program logistics and materials while ensuring best practices.
- Maintained office supplies inventory and ensure smooth day-to-day operations.
- Assisted with administrative tasks such as document filing, email correspondence, and data entry.
- Supported staff with logistics

### Community Facilitator

NACOSA

Feb 2024- Oct 2024

- Facilitated and delivered culturally sensitive workshops for diverse age groups, fostering engaging learning environments.
- Established and maintained partnerships with local organizations and government entities.
- Led program outreach and promotion through social media and events.
- Ensured culturally sensitive program delivery tailored to community needs.
- Managed participant data and collaborated with external organization.
- Recruited, trained and mentored over 250 participants.

### Production Coordinator

Mash T design studio

Jul 2023-Dec 2023

- Managed project delivery from concept to completion, ensuring successful outcomes.
- Oversaw scheduling, logistics, budgeting, and documentation for efficiency.
- Built and maintained relationships with clients, designers, and vendors.
- Ensured exceptional project execution through record-keeping and site inspections.
- Provided administrative support to enhance team communication and operations.
- Assisted in front desk duties, greeting clients and coordinating meetings.
- Maintained a filing system and ensured efficient workflow for the office.
- Managed email correspondence and coordinated meetings with stakeholders.
- Planned and Organised events for showcasing new products.

### Program Coordinator

Enke Make Your Mark

Jul 2022-Jun 2023

- Managed and implemented the Trailblazer Program, fostering partnerships with schools.
- Successfully recruited and trained over 1,000 students in the Capricorn District.
- Handled logistics coordination, including job scheduling, transport arrangements, and invoice processing.
- Ensured accurate allocation of financial resources such as staffing and transport.
- Managed program data, reporting, and budget analysis.
- Coordinated the Community Partner Initiative (CPI), recruiting and training 8 community-based organizations.
- Arranged travel logistics, including flight bookings and accommodations.
- Managed office operations, including scheduling, document control, and correspondence.
- Successfully Recruited and trained 10 trailblazer facilitators
- Assisted in preparing reports, maintaining compliance records, and updating databases.
- Coordinated stakeholder communication and managed administrative files efficiently.
- Provided administrative support for event planning, training sessions, and team travel.

### Program Intern

Enke Make Your Mark/First Rand

Jul 2021-Jun 2022

- Assisted coordinators with lesson planning, classroom management, and administrative tasks.
- Assisted in data operations, communication, and event coordination.
- Facilitated CPI Partner Workshops to enhance community engagement.
- Provided key support for the Trailblazer Program implementation.
- Organised travel logistics for seamless program delivery.
- Assisted with daily administrative tasks, including data entry, document preparation, and scheduling.
- Managed email communication and organized meetings with stakeholders.