

Cute Ashnet Mbaiwa

BAdmin | Administration | Web Development (Coding & AI)

✉ mbaiwaashnet@gmail.com 📞 +27 73 282 2637 📍 Johannesburg, Gauteng

👤 Profile

Recently graduated Bachelor of Administration professional with proven experience in higher education administration at the University of the Free State. Expertise in strategic planning, coordination, and program management, evidenced by successful oversight of subcommittee initiatives and cultural exchange programs. Highly motivated to leverage recent training in coding, web development, and artificial intelligence (SheCodes) alongside demonstrated skills in public engagement and facilitation to contribute to goal-oriented administrative or entry-level technical roles.

📁 Professional Experience

Subcommittee

University of The Free State (Central College)

02/2025 – 11/2025

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- **Coordination:** Coordinated subcommittee meetings to ensure effective communication and decision-making among members.
- **Strategic Planning:** Developed and implemented strategic plans to support organizational goals through targeted subcommittee initiatives.

Ambassador

University of the Free State (International Office)

02/2025 – 10/2025

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- **Program Management:** Organised cultural exchange programmes to enhance mutual respect and awareness among community members.
- **Public Engagement:** Led public engagement initiatives that increased community participation and support for organisational projects.

🎓 Education

National Senior Certificate (NSC)

Africa Hose College

12/2021

Johannesburg

End User Computing

Falcon Business School

11/2022

Johannesburg

Bachelor of Administration

University of the Free State

02/2023 – 11/2025

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🧠 Skills

Administrative Support

Event Planning & Organization

Digital Tools & Platforms

Interpersonal Skills

Strategic Planning

Web Development (HTML, CSS, JavaScript)

Microsoft Office Suite

Word, Excel, PowerPoint, Outlook

Communication (Written & Verbal)

Program Management & Coordination

Artificial Intelligence Fundamentals

Google Workspace

Docs, Sheets, Gmail, Drive, Calendar

📄 Certificates

Teaching English as a Foreign Language

Teachers Record | 2024

Introduction to Artificial Intelligence

SheCodes | 2025

Introduction to Coding

SheCodes | 2025

Advanced Web Development

SheCodes | 2025

Introduction to Web Development

SheCodes | 2025

Digital Skills and Competencies (Level 1)

UFS | 2023

Web Development

SheCodes | 2025