

ZANDILE BETTY

MASHIANE

Public Relations Graduate

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PERSONAL SUMMARY

An organized, dedicated, and hardworking individual with strong communication and multitasking skills. A self-motivated team player with experience in quality assurance, education support, administration, and customer service. Always willing to learn, adaptable to change, and committed to delivering quality results. Currently seeking a suitable position with a responsible employer where professional skills can be applied and further developed for career growth.

WORK EXPERIENCE

QUALITY ASSURER – Gauteng Department of Education – Gauteng

24/11/2025 – 17/12/2025

In this role, responsibilities included reviewing frameworks and standards, monitoring and evaluating teacher performance, and ensuring compliance with quality assurance requirements.

- Reviewed frameworks and standards, monitored and evaluated teacher performance and marking.
- Prepared quality assurance reviews with supporting evidence and documentation.
- Supported supervisors in sharing good practices and communicating with relevant stakeholders.

TEACHER'S ASSISTANT – Mayfield Primary School – Gauteng

02/2021 – 06/2021

Provided classroom and administrative support to teachers while assisting learners with academic and personal needs.

- Supported teachers with classroom management and learner behaviour.
- Assisted learners requiring additional support to complete tasks.
- Helped plan learning activities and complete educational records.

ASSISTANT SUPERVISOR – Style Diva – Gauteng

03/2019 – 01/2021

Responsible for staff coordination, administration, and maintaining high customer service standards.

Coordinated and managed staff operations.

- Assisted with administrative duties, record keeping, and document management.
- Reinforced customer service standards and employee performance.
- Reviewed and approved purchases when required.

SKILLS

- Strong communication, teamwork, and collaboration skills.
- Excellent problem-solving, analytical, and organizational abilities.
- Effective time management with attention to detail and accuracy.

EDUCATION

PUBLIC RELATIONS DIPLOMA 2024

University of South Africa

Grade 12 2009

Lesiba Secondary School

REFERENCES

- Available on request