

# MISS MANTSHADI KATE MASENYA

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## PERSONAL SUMMARY:

An enthusiastic, resilient, and self-driven graduate, a hard worker who is result-orientated and enjoys working as a team. I qualify for BA in Public Management and Governance. I aspire to grow my experiences as a Public Management Intern. Develop my skills, and knowledge, and become proficient as I will be rendering effective services. Complete given tasks with dedication and commitment, collaborate with colleagues, and broaden my corporate world experience.

## PERSONAL DETAILS

ID number: 9901050616085  
Driver licence: Code 8  
Languages: English, Setswana (read, write, speak)

## ACHIEVEMENTS

- **Digital literacy** for teaching assistants (DBE) course with **NEMISA** (2022)
- Online **Artificial intelligence certificate** at the University of Johannesburg (2020)
- **Residence top achiever certificate** (Ulwazi) University of Johannesburg (2019)
- Online **African insights certificate** at the University of Johannesburg (2018)

## EXPERIENCE AND ACTIVITIES

Institution: Protem Lsen School (Nov 2021 – Mar 2022)  
Position: **Education Assistant (Reader)**  
Description: Assist Teacher(s) who teach and manage reading, assist in promoting a reading culture in the school, assist in managing classrooms and ensure learner participation in the classroom.

Institution: Protem Lsen School (Jul 2021 – Oct 2021)  
Position: **Covid-19 Youth Brigade**  
Description: Brigades are placed on Gauteng schools and assist with; screening of staff and learners; data capturing and ensuring covid-19 rules and regulations are being followed.

Institution: University of Johannesburg (2019)  
Position: **Mentor for First years** of Public Management and Governance (PMG)  
Description: Assist the PMG students to adjust from high school to the university environment for a year, but the first semester is of great importance.

Institution: University of Johannesburg (2018)  
Project: **Campus clean up**  
Description: Working in groups to clean the university premises.

Institution: Mabothe secondary school (2016)  
Position: **Representative Council of Learners (RCL) President**  
Description: Encourage pupils to follow the code of conduct and ethos of the school.  
Addressing pupils' queries and acting in the best interest of both the school and pupils.

### **ACADEMIC QUALIFICATIONS**

Institution: University of Johannesburg (2020)  
Qualification: **BA Public Management and Governance**  
Modules: Public Management and Governance, Human Resource Management, Public Leadership and Local Governance, Information Management, and English

School: Mabothe senior secondary (2016)  
Qualification: National Senior Certificate (NSC)  
Subjects: Setswana (home language); English (first additional language); Mathematics; Physical Sciences; Life Sciences; Geography and Life Orientation

### **KEY SKILLS**

- Planning, Organising, Leading and Controlling managerial components
- Good communication and listening skills
- Computer and Microsoft Office: Word and PowerPoint
- Problem-solving skills, individual and group orientated
- Effective interpersonal skills, individual and group orientated

### **REFERENCES**

Name and Surname: Mrs. Rianza Anderson  
Position: Coordinator: PYEI Proteem Lsen School  
Contact details: 082 951 5140 / [protem.lsen@gmail.com](mailto:protem.lsen@gmail.com)

Name and Surname: Ms. Carmen Joel  
Position: Assistant Coordinator: Mentor, University of Johannesburg  
Contact details: 011 559 5525 / [carmen@uj.ac.za](mailto:carmen@uj.ac.za)

Name and Surname: Mr. Martin Matjeke  
Position: Residence Manager: University of Johannesburg (Ulwazi residence)  
Contact details: 011 559 5047 / [martinm@uj.ac.za](mailto:martinm@uj.ac.za)

Name and Surname: Mr. Dan Maboja  
Position: Principal: Mabothe Senior Secondary  
Contact details: 082 945 3157 / [mabothes@gmail.com](mailto:mabothes@gmail.com)