

Curriculum Vitae
Of
Kefiloe Herminah Monageng

Permanent Address: 07 Ariadne Drive, Herlear, Kimberley, 8301
Cellular: 084 996 1408
E-mail: Kefiloe.monageng@capebiotech.co.za
Marital Status: Single
Gender: Female
Nationality: South African

Objective

To utilize and expand my project management and marketing skills in a challenging organisation offering excellent development and long term career growth prospects.

EDUCATION

Management Advancement Program Wits Business School <i>Courses Completed:</i> Strategic Management, Project Management, Marketing Management, Accounting, Economics, HR management	July 2005- July 2006
B.Sc. Degree <i>University of Venda</i> <i>Courses Completed:</i> Biochemistry, Biology, and Chemistry	2000-2003
Matriculation Exemption Bafokeng High School	1999

Personal Competences and Skills

Personal Competencies: Cope well under stress, Analytical, Strong communication,

Computer Skills: Course on Microsoft Office (Word, Excel, PowerPoint, Outlook)
Various Internet Research tool

Languages: Tswana & English-Speak, Read and Write

Work Experience

<u>Internship</u> Cape Biotech Trust	April 2005 - July 2006
--	------------------------

- Conducting research on various biotechnology topics
- Utilizing various project management tools to assess and monitor projects
- Managing business contacts database
- Organising and restructuring the resource centre
- Organising and coordinating events
- Marketing company to potential clients
- Conducting a marketing survey

- Drawing up business plan
- Assist with office administration duties when necessary

Table Dealer

March 2004-March 2005

Flamingo Casino

- Managed Customer Relations
- Dealed Black Jack, American Roulette, Poker
- Communicating with customers on regular bases
- Managed the float (Cash)

Laboratory Assistant

Feb 2002 - October 2003

University of Venda

- Prepared laboratory solutions
- Tutored biochemistry students on experiments
- Graded reports and gave feedback to students

Reference:

Dr. Joe Mosala Molete
Cape Biotech Trust
Portfolio Manager
(021) 442 3783
Joe.molete@capebiotech.co.za

Perry Kekana
De Beers
Project Engineer (Kimberly Mines)
(053) 838 7579
Perry.kekana@debeersgroup.com