

Tsholofelo Badubi
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Professional Summary

Dedicated and enthusiastic aspiring educator, with a TEFL certification, ready to inspire students and make a positive impact. **Willing to relocate for teaching opportunities** and eager to embrace new cultures and experiences.

EDUCATION

University of Botswana
Gaborone, Botswana
Completed: June 2015
Bachelor of Business Administration in Tourism and Hospitality Management

CERTIFICATIONS

TEFL Certification

Teacher Record

Date of Certification: December 2024
Course Details: 120-hour TEFL (ONLINE)

PROFESSIONAL EXPERIENCE

Sense of Africa – Maun, Botswana

Training & Development Coordinator Apr 2024 – Present

- Designed and led training programs for junior consultants, equipping them with in-depth knowledge of products, communication strategies, and problem-solving techniques.
- Conducted regular workshops and mentoring sessions, fostering a learning environment that improved staff performance and knowledge retention.
- Developed and delivered presentations to team members and stakeholders, refining communication and public speaking skills.

- Led team meetings and briefings, motivating staff through structured coaching and feedback.
- Managed stakeholder communications, ensuring clarity and professionalism in all engagements.

Sense of Africa – Maun, Botswana
Training Facilitator June 2022 – Apr 2024

- Trained new hires on company policies, client engagement, and industry best practices.
- Developed strong communication and interpersonal skills through direct client interactions, ensuring clarity and comprehension.
- Problem-solved client challenges, reinforcing adaptability and effective communication—key skills in a classroom setting.

Safari Specialists – Maun, Botswana
Learning & Development Specialist Feb 2018 – June 2022

- Facilitated team training sessions, ensuring staff understood company procedures and communication protocols.
- Led regular meetings, motivating and guiding team members to enhance productivity and collaboration.
- Served as the primary liaison between departments, improving communication—critical in classroom management.

Safari Specialists – Maun, Botswana
Training Assistant Mar 2016 – Feb 2018

- Supervised and trained staff, developing leadership and mentoring skills.
- Managed complex information systems, reinforcing organizational and problem-solving abilities.
- Coordinated team efforts, ensuring smooth operations through structured communication and guidance.

CORE COMPETENCIES & TECHNICAL SKILLS

- Competencies: Communications, Project Management, Strong Work Ethic, Creative Thinking, Strategic Planning,
 - Technology: Microsoft Office - Word, Excel, PowerPoint, Outlook, Google Workspace - Docs, Sheets, Forms, Meet, Communication Platforms: Microsoft Teams, Zoom
 - Languages: English (Fluent), Setswana (Native), English Editing, Proofreading and Reviewing.
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References available on request