

# **SALOME ALFRIEDA PONI**

**ADDRESS:** 1043 PHENYO CRESCENT

SOSHANGUVE-K

0152

**PHONE:** 071 116 4109

065 913 4614

**EMAIL:** [ponialfrieda@gmail.com](mailto:ponialfrieda@gmail.com)

---

## **SUMMARY**

I am a graduate with a BA-Honours in Sociology obtained at UNISA and a Bachelor of Arts in Psychology and Sociology obtained from North West University. I have gained working experience from customer services to administrative duties and child and youth-care project work. I am recently volunteering as a Psychosocial Support Programme Facilitator in the Soshanguve community, through My Career Corner (NPO). I believe my experiences and skills match the requirements for this position exactly and, therefore, makes me the best candidate for this position.

## **SKILLS HIGHLIGHTS**

- Advance Computer Literate
- Communication Skills
- Analytical and Innovative Skills
- Monitoring and Evaluation Skills
- Complex problem solving
- Report writing Skills
- Planning and Organizational Skills
- Interpersonal Relation Skills
- Data Capturing
- Advanced Computer Skills
- Scan, Fax, Print, Laminate

## **EXPERIENCE**

### **My Career Corner/ The Journey**

Facilitating a Psycho-social Support program focused on Play Therapy and Art Therapy for young children and youth (Grade 3-12) in Soshanguve. Maintaining a Support Group for youth aged 18 to 22 (In-school). Providing educational learning through Play-therapy and Art-Therapy. Implementing and monitoring and evaluation of the Psychosocial Support Program. Reporting all finding and breakthroughs to the Founder and parents.

### **Tipfuxeni Primary School (2021)**

Performing as administration assistant and office support. Working with the administration officer and Head of Department to collect statistical data for district Office. Completing my duties with warmth, insight and professionalism, while keeping the office well-organized. Redesigning the office scheduling system to ensure the continuation and

enhancements of services. Typing, printing, scanning, faxing documents for the Head of Department (HOD) and educators. Monitor the learners and staff register in order to capture daily statistics for District Office. Provide daily reports to HOD regarding data received and tasks performed.

#### **Kalapeng Pharmacy (2020)**

Performing administration duties, such as maintaining internal database, stock taking, fielding telephone calls, creating spreadsheets, filling and ordering office stationery and supplies. Typing and conducting surveys on customer.

### **EDUCATION**

**GA Level 5 TEFL Certificate** (2022) – i-to-i Teach English Abroad

**Bachelor of Arts Honours: Sociology** (2021) - University of South Africa

**Bachelor of Arts: Psychology and Sociology** (2017) - North West University of Potchefstroom

**National Senior Certificate** (2011) - Gariep High School

### **LANGUAGES**

English

Afrikaans

### **REFERENCES**

1. Mrs. Cheryl Maepa  
Founder/CEO  
My Career Corner (NPO)  
  
0614536415
2. Mr. Mabasa Piet  
Head of Department  
Tipfuxeni Primary School  
072 458 0914  
Tel: 082 793 4673
3. Ms. Modiba Gratitude  
Manager  
Kalapeng Pharmacy  
076 397 8122