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P.O Box 923, Leribe 0300,
Leribe, Lesotho

SKILLS

Public Speaking

Managing projects

Efficiency in MS Office
and Excel

Reaching Goals in
Allocated time

Customer service

Teamwork

Adaptability

LANGUAGES

English
Full Professional Proficiency

Chinese
Full Professional Proficiency

Sesotho
Full Professional Proficiency

French
Elementary Proficiency

INTERESTS

Mental Health Advocacy

African History and
Politics

Traveling

Football

Grace Molefe

Public Affairs Consultant, Policy Officer, Political Risk Analyst

I am a hard working, diligent person, who is also an excellent team player. I have had various volunteering engagements that have equipped me with the necessary experience in the work environment. I served as a Translator for the Chinese Medical Team for 2 consecutive years (2017 & 2018) during school holidays. I am also a member of the international Youth organization, The Global Changemakers.

EDUCATION

Bachelor of Arts International Politics Liaoning University

09/2016 - 06/2020

Shenyang/ People's Republic of
China

Courses

- Micro & Macroeconomics, Political Science
Methodology, Diplomacy

WORK EXPERIENCE

Public Relations Officer (intern) Nalane PR

06/2020 - 09/2020

Maseru/ Lesotho

A newly formed youth run public relations company

Achievements/Tasks

- provided administrative support to senior team members, wrote and distributed press releases for the company and clients, helped plan and execute the company and clients' events, prepared social media posts and videos with eye for viral content strategies

Contact: Mr Kuleile Mokhitli - +266 50922037. ambrosemokhitli@gmail.com

Office Administrator Intern Kick4life FC

01/2019 - 02/2019

Maseru, Lesotho

Achievements/Tasks

- Composed internal memos and external correspondence for senior management and reviewed all documentation to eliminate errors. Supported efficient meetings by organizing spaces and materials, documenting discussions and distributing meeting notes. Managed office inventory by restocking supplies and placing purchase orders.

Contact: Motlatsi Nkhahle - +266 58555955. motlatsi@kick4life.org

ORGANIZATIONS

Global Changemakers (03/2019 - Present)

CERTIFICATES

Chinese Language Certificate (09/2015 - 07/2016)

Obtained a certificate in Mandarin from Beijing Language and Culture University, while also having written and passed the level 5 Chinese Proficiency Test known as HSK.

PERSONAL PROJECTS

YAFID (Young Adults Fighting Depression) (10/2018 - Present)

- I started a mental health awareness organization, for the youth of Lesotho. I am running this organization with the help of a few friends.

ACHIEVEMENTS

Started a mental health awareness organization, the first of its kind in my country.