

Curriculum Vitae of Thabo Johnson



Boom Street, Waverley, Bloemfontein



Male



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1993/10/13



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Black



<http://linkedin.com/Thabojohnson>



Lesotho (Have a work permit)



English & Sesotho



Code 08

QUALIFICATIONS

Honours: Industrial Psychology

University of the Free State

2016-date

Expected graduation date: 2017

B.Com Human Resource Management

University of the Free State

2015

Grade 12

St. Andrew's School (Bfn)

2012

WORK EXPERIENCE

2 January 2016 – date

Research Assistant

Faculty of Economic and Management Sciences (UFS)

Key Duties:

- Prepare and lecture slide show for three modules (Human Management, Individual Differences and Organisational Psychology)
- Present CV workshop (what should and should not be on CV)
- Mark 1st year Human Resource Management Tests

1 January – 20 June 2015

Human Resource Assistant (Part Time Internship)

Labour Net

Key Duties:

- Assist HR Manager with VIP
- Assist with recruitment selection processes
- Assist with conducting Interviews Skills
- Organise Honours function (food, catering, programme, as well as present)

SKILLS

Technical proficiencies:

- Microsoft Word, Microsoft Excel(Advanced), Microsoft PowerPoint
- VIP
- Prezi
- Gmail

Other skills:

- Interpersonal – Work very well in teams
- Communication – Able to communicate idea across clearly and professionally
- Presentation – Present comfortable in front of large groups of people

Languages:

- English (face to face, email, social media)
Able to effectively communicate both horizontally with colleagues as well as vertically to supervisor and lower level employees.
- Afrikaans (face to face)

REFERENCES

Mr Bret Green

HOD

Department of Industrial Psychology (UFS)

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Miss Carolina Camperson

Human Resource manager

Labour Net

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