



Hope Moumakwe

Marketing & Recruitment
Professional

Contact

+27 72 299 8036

hopekieks@gmail.com

Ga-Rankuwa, Pretoria. 0208

About Me

Motivated Marketing and Recruitment Officer with experience supporting campaigns, social media content, and candidate outreach. Strong communication and organizational skills, with a passion for connecting people to opportunities. Eager to grow in a dynamic team and contribute to recruitment and marketing success through creativity and attention to detail.

Date of Birth: 1991/11/09

- Driver's License: Code 10
- Own vehicle (manual)



Education

PostGraduate Certificate in Education

2024 - 2025

STADIO HIGHER EDUCATION

- Business Studies FET (Grade 10 - 12)
- Economics Management and Sciences SP (Grade 7 - 9)

Bachelor of Commerce in Management Marketing

2017 - 2019

BOSTON CITY CAMPUS

- Business Management.
- Marketing Management.
- Financial Management.
- Industrial Psychology (1 & 2 year)

Higher Certificate in HIV/AIDS Counselling and Management

2014 - 2015

BOSTON CITY CAMPUS

- HIV/AIDS Counselling and Management
- Computer Literacy,
- Developing a workplace Policy and Training Programme.
- HIV/AIDS Education.

Grade 12 (Matric)

EDUSA COLLEGE



Certification

TEFL Universal

2024

**120 Hour Advanced TEFL Course
(C2)**

ADM Partner Certified Sales Professional

Mar/2023

Micro Focus (MFCSP)

AWS Partner: Sales Accreditation (Business)

Mar/2023

AWS Training and Certification

Fundamentals of Digital Marketing

May/2022

Google Skills for Africa



Work Experience

Technical skills

Management Skills -

- Social Media
- Website
- People
- Projects

Canva

Zoho CRM.

Salesforce.

MicroSoft 365

Email Marketing

Competancies

Time Management

Communication

Intrapersonal skills

Problem solving

Work Independently

Teamwork

Attention to detail

Critical Thinking

Internship Programme Manager (Acting)

2022 - 2023

LUBANZI ICT CONSULTING

- Managed and supervised 3 facilitators and 25 interns, ensuring effective programme delivery and performance monitoring.
- Prepared and submitted reports to the Director and MICT SETA.
- Coordinated internship renewal applications, compliance processes, and stakeholder communication.
- Provided mentorship, administrative oversight, and support to achieve programme objectives and successful internship outcomes.

Marketing Officer

2022 - 2023

LUBANZI ICT CONSULTING

- Managing all daily marketing activities.
- Digital marketing. Social media, and managing website.
- Planning, developing, Executing marketing strategies and budget. Reporting.
- Researching and analysing the markets/data.
- Content creation. Creating, scheduling daily/weekly/monthly post and calendar.
- Liaising with clients and Management.
- Part of Management Committee and reported to Company director.
- External Candidate recruitment. (Additional)

Recruitment Consultant

2022

LWR INTERNATIONAL

- Cold calling, and Warm calling
- Finding Leads and Candidates.
- Typing CVS,
- Screening and interviewing candidates telephonically/virtual and face to face,
- Advertising posts on LinkedIn, Indeed and PNet,
- Prep and debrief candidates.
- Office Admin and Reception Relief



References

Sipho Mogapi

Director

Phone: 067 061 1355

Lubanzi ICT Consulting

Sivin Pillay

Branch Manager

Phone: 012 012 5802

LWR International

LinkedIn: <https://www.linkedin.com/in/hope-moumakwe-78a881136>

Languages

- English
- Setswana
- N. Sotho