

TSHEGOFATSO MAINE |TRANSFORMATION ADMINISTRATOR

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PROFESSIONAL SUMMARY

Dynamic Political Science graduate and transformation projects focused professional with 3 years of leadership experience. Possesses strong collaboration and community building skills. Completed my internship at Johnson & Johnson MedTech, where I was actively participating in various departments. I'm seeking an opportunity where I will continue growing and developing as a professional, and to contribute my unique skills and insights to any organization.

CORE COMPETENCIES

- Strong networking and negotiation
- Strong writing and communication
- Cognitive flexibility
- Presentation and critical thinking
- Teamwork and problem solving
- Computer literacy

PROFESSIONAL EXPERIENCE

Transformation Intern

Johnson & Johnson MedTech | February 2023 - January 2024

- Collaborated with leadership to monitor progress and pinpoint areas for improvement.
- Project managed skills development initiatives for internship and learnership programs, utilizing a specialized BEE score calculator to calculate the overall BEE score and ensure adherence to regulatory standards.
- Teamed up with the procurement lead to enforce BBBEE compliance, contributing insights to supplier diversity goals.
- Stayed updated on current legislation and amendments to BBBEE requirements.
- Managed regular updates to supplier information for BBBEE audit purposes, showcasing strong organizational and time management abilities.
- Participated in the Employment Equity committee, aiding in the creation and execution of the company's Employment Equity plan.
- Processed and uploaded purchase orders in the company's ERP system with precision and punctuality.
- Ensured the well-being and growth of interns by conducting regular connect sessions and providing support throughout the program.
- Participated in the Alliance for Diverse Abilities, a company-wide team dedicated to supporting employees with disabilities and fostering an inclusive workplace culture.
- Participated in the company's Care team, supporting the local community through various initiatives such as food and clothing drives, educational programs, and other events. Actively contributed by sending out communications and engaging with colleagues.
- Presented a presentation on diversity and inclusion that garnered positive feedback from colleagues and managers.
- Spearheaded the planning and execution of several diversity and inclusion events, including Autism Awareness Day, Wellness Day, Women's Month, and Mandela Day.

- Worked together with the director of governance affairs to compose weekly flash reports on Southern Africa policy news, with a focus on the Healthcare policy landscape.
- Supported the Sales and Marketing Administrator in the labeling of medical equipment samples.
- Drafted and circulated multiple forms of communication, gaining valuable experience and enhancing writing capabilities.
- Obtained a broad range of experience across departments, encompassing research, procurement, and administration.

Transformation & Outreach Officer

University of Pretoria, Disability Unit (BOLD Committee) |
October 2021 - October 2022

- Help to implement, develop and monitor the University's widening participation strategy.
- Dealing with all accommodation inquiries and helping resolve problems or complaints regarding students with disabilities.
- Working with students and staff groups across the University to implement programs and projects in support of the University's transformation agenda.
- Participated in quarterly transformation meetings with key stakeholders, including the Head of Transformation and Deputy Dean of the Faculty of Law, to identify and address issues of transformation within the university.

RELEVANT PROJECTS

Higher Health University of Pretoria

Volunteer | October 2022

- Assisting in the distribution of educational pamphlets on campus to educate students on mental health.

Legae la Kganya Organisation

Founder and Chairperson | November 2020 - Present

- Providing more than 500 sanitary pads to Informal settlements.
- Assisting grade 12 learners from Townships and Informal settlements in applying for Universities and bursaries.
- Organizing a food drive for Homeless people.

CERTIFICATIONS

**March - May 2023| YALI Regional Leadership Center
Southern Africa**

- Civic Leadership

EDUCATION

2020 - 2022| University of Pretoria

- Bachelor of Political Science

2017 - 2018 | NM Tsuene High School

- Commercial Subjects

REFERENCES

- Mr Jacob Pretorious
Johnson & Johnson Medtech SA Procurement Leader
+27 78 456 7862
- Mrs Anneke Weber
Johnson & Johnson Executive Assistant and Transformation
Leader
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- Mr Tapiwa Tevera
Johnson & Johnson SA HR Leader
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- Mr. Kgothatso Ngobeni
BOLD Chairperson
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