

## Curriculum Vitae

uMzinto, KwaZulu Natal, South Africa

Telephone:

Email: :

### **Personal**

#### **Information**

**Name(s) and Surname** : Sunshine Minenhle Myende  
**Gender** : Female  
**Language(s)** : English, IsiXhosa, IsiZulu  
**Date of Birth** : 1992.01.01

### **Education**

**High School:** ➤ Sihle High School

#### **Tertiary:**

- Bachelor's Degree in Social Science majoring in Psychology and Industrial Psychology, University of KwaZulu Natal, completed in 2015.
- Bachelor of Social Science Honour's Degree in Criminology and Forensic Studies, completed in 2016.
- Masters of Social Science in Criminology and Forensics Studies, completed in 2019. *A Criminological Analysis of Violence in High Schools : A case study of John Lanaglibalele High School Secondary School at KwaMashu, KwaZulu Natal, South Africa.*

## **Professional Profile**

Sunshine is a Masters Graduate in Criminology and Forensics Studies, an aspiring academic and a gender activist. Her passion for the liberation of women and youth from rural areas has always been the source of her activism.

She is a former Deputy President of the LSRC in the University of KwaZulu Natal Howard College and has always been a student activist during her time in the University. Her activism has never deterred her from her academic ambitions this is proved by her Membership in the Golden Key International Honour Society.

## **Objective**

To be a catalyst in South Africa's fight against youth unemployment and Gender based violence femicide.

## **Career History**

### **Community Outreach Officer**

**Department of Mineral Resources and Energy (Ministry)**

**July 2019 – Currently employed.**

### **Main Duties:**

- To facilitate the Deputy Minister's interface with citizens on matters falling within the Department of Mineral Resources and Energy.
- Engage communities on services offered by the Department of Mineral Resources and Energy.
- Reachout to unblock service bottlenecks within the portfolio.
- Address citizens complaints on the work of the Department of Mineral Resources and Energy.
- Facilitate easy access of Department's services to the public.

**Special Programs Specialist, September 2018 – August 2019 (Got a new job)  
National Youth Development Agency (Executive Deputy Chairperson's  
Office.)**

**Main Duties:**

- Responsible on behalf of the Executive Deputy Chairperson's Office for coordinating special programmes.
- Planning and designing programmes and proactively monitoring their progress, resolving issues and initiating appropriate corrective action.
- Write and submit project concept documents.
- Develop and sustain community partnerships.
- Develop, analyse, coordinate and present program related information throughout the country.
- Directs and motivates the relevant stateholders during planning and execution of programs.
- Good ability to communicate professionally both verbally and in writing with pertinent stakeholders.

**Administrator, July 2017 – September 2018 ( Promoted)  
National Youth Development Agency (Executive Deputy Chairperson's  
Office) .**

**Main Duties:**

- Develop and maintain an effective filing system for the office.
- Ensure adherence to the organisational system such as CRM and IEP.
- Writing meeting minutes and memorandums.

- Project support and administration for the office.
- Compile monthly expenditure reports for the office.
- Provide administrative support for things like travel bookings, catering for events and documents dispatching.

**Intern (Change Management) September 2016 – July 2017.**

**Ithala Development Bank Human Resource.**

**Main duties:**

- Drafting Reports of the previous meetings,
- Assisting in research for different aspects in the change management process.
- Assisting the Wellness Officer on different roadshows across the branches of the organization, these included roadshows on medical aid schemes and other employee related issues.

**Knowledge and Skills**

- Knowledge in the Youth Development sector in ap
- Organisation and coordination
- Creative and Innovative thinker
- Interpersonal Skills
- Objective
- Analytical Skills

**Other Achievements**

- Recognized as the best academic performer in Sihle High School ( 2010-2011).

- Branch Executive Committee Member – SASCO UKZN Treasurer (2014 - 2016).
- Branch Executive Member Young Communist League (2012-2013).
- Student Representative Council Member (2014-2016)
- School of Applied Human Science Board Member (2015)
- Nominated for Golden Key International Honour Society (2019).

### **References**

Zoleka Mashiyi  
Change Management Manager  
Contact Number: -

Mzwandile Mawela  
Executive Deputy Chairperson Office Manager  
National Youth Development Agency  
Contact Number:

Londiwe Luthuli  
Head of Office (Ministry)  
Department of Mineral Resources and Energy  
Contact Number: +