PROJECTS AND VOLUNTEERING

Volunteer – [Church / Community organisation], [Area]
[Month Year] – Present

- Help run a weekly food parcel day for about [number] families
- Keep a register of names and parcels handed out, using Excel

School project: Matric farewell committee – [School], [Year]

- Managed the budget and collected payments from learners
- Booked the venue and organised suppliers with two other committee members

COMPUTER SKILLS

- MS Word and Excel (basic formulas, tables)
- Email and online forms

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