

TANYARADZWA CHITAMBIRA

SUMMARY OF ABILITIES

- Public Relations student in the final semester of a **Bachelor of Communication and Digital Journalism (PR Major)** at Thompson Rivers University. I have a strong foundation in media relations, crisis communication, social media strategy, and integrated marketing. Hootsuite Platform Certified with hands-on experience in administrative coordination, client communication, and event support. I am detail-oriented, adaptable, and experienced in fast-paced professional environments.
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EDUCATION

Thompson Rivers University Bachelor of Communication and Digital Journalism

Jan 2023-Jan2026

Related Courses:

- Intro to Public Relations - B+
- Media and Public Relations - B
- Organizational Communication - A
- Selected Topics Communication/PR-A
- Strategies in Crisis Communication -A+
- Professional Selling - A
- Business Ethics and Society- B
- Social Media Marketing - B
- Integrated Marketing - A+
- Service Marketing - B

Certification:

Hootsuite Platform Certification – Social media management & content publishing

WORK EXPERIENCE

Assistant\Secretary- Bevpack Beverage- HRE ZWE

Oct2021- Nov2022

- Prepared export documents, printed materials and other administrative paperwork.
 - Assisted walk in clients and managed telephone inquiries
 - Drafted, responded to and filed company emails
 - Coordinated courier services and ensures timely delivery of samples and documents
 - Managed payment deadlines, applications and movement of documents.
 - Served as company messenger for bank and postal errands
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VOLUNTEERING EXPERIENCE

2018

- **Tichakunda Children's home support:**

- Coordinated donation drives providing food, school supplies, and essentials
- Assisted in organizing the children's first Athletics Inter-House competition
- Supported community engagement initiatives through collaborative planning

March 2024

- **IDays Thompson Rivers University:**

- Collaborated with staff and volunteers to execute campus-wide event programming
- Assisted with event logistics, guest coordination, and schedule management
- Strengthened public-facing communication and teamwork skills in dynamic settings

HOBBIES

- Basketball
- Cooking
- Dancing

REFERENCES

- Available upon request.

Hootsuite®
Academy

Hootsuite® Academy
Platform



Certified
Professional

Congrats!

Tanyaradzwa Chitambira

has successfully completed:
Hootsuite Platform Certification

118297642
October 12, 2024

A handwritten signature in black ink, reading "Irina Novoselsky", is written over a horizontal line.

Irina Novoselsky, CEO, Hootsuite



Certificate of Recognition

IDays

This certificate goes to

Tanyaradzwa Chitambira

We present this certificate of recognition to Tanyaradzwa Chitambira, in gratitude for their outstanding commitment and exceptional dedication as a valued volunteer during IDays 2024.

TRU World sincerely appreciates your hard work, which serves as an example of how individual efforts can make a significant impact on creating an interconnected world.

A handwritten signature in black ink, appearing to read "Baihua", written over a horizontal line.

Baihua Chadwick
Vice-President International

A handwritten signature in black ink, appearing to read "Reuben", written over a horizontal line.

Reuben Onyango
Director, International Student Services