



SIPHESIHLE KHANYILE



CORPORATE COMMUNICATIONS TRAINEE

SUMMARY

I am a vibrant and adaptable woman who thrives in the fast-paced world of communications. With three years of hands-on experience in corporate communications, I am now on the lookout for exciting opportunities where I can unleash my skills and drive the growth of a company to new heights.

CONTACT

- 067 718 6934
- sihlekhanyilemlaba@gmail.com
- KZN & JHB

SKILLS

- Email communication
- Multimedia design
- Video Editing
- Campaign and event planning
- Article and Content Writing
- Social Media Marketing

EDUCATION

University of KwaZulu Natal:

- 2016 - 2019
- BA Drama and Media Studies
- BA Honors in Media Studies

Henley Business School:

- 2023 - 2024
- Higher Certificate in Management Practice

EXPERIENCE

CORPORATE COMMUNICATIONS TRAINEE

BASF

September 2023 - Present

- Responsible for internal newsletter creation and production.
- Assisting in organizing internal events and collaborating with stakeholders.
- Ensuring employee engagement through various communication channels.
- Creating email communications for employees and customers.

CORPORATE COMMUNICATIONS INTERN

CHEP

March 2021 - March 2023

- Created email communications for employees and customers.
- Produced videos, images, and podcasts using Canva and Adobe applications.
- Collaborated with multiple departments to create and distribute press releases.
- Worked on campaigns and events, both internally and externally.

ENGLISH LANGUAGE CONSULTANT

MPC Recruitment

January 2020 - July 2020

- Worked as an English Language Consultant, teaching English to students from different parts of the world.
- Assisted students in improving their English language skills.

CONTENT WRITER

Opera News Hub (site)

July 2018 - July 2019

- Previously worked as a content writer for a news site.
- Wrote articles on a wide range of topics, with specialization in Entertainment, Social, and News sections.
- Produced engaging content to attract and inform readers.