

ALIBONGWE ACHIEVER ZUMA

Psychology Graduate | Psychological Assistant | Tutor & Mentor
Durban, South Africa

PROFESSIONAL SUMMARY

A driven and high-performing Psychology Honours graduate with strong academic excellence, practical clinical exposure, and proven leadership. I bring a rare combination of analytical skill, emotional intelligence, counselling exposure, research ability, and professionalism.

I have hands-on experience assisting an Educational Psychologist under the Road Accident Fund programme, conducting assessments, clinical interviews, behavioural observations, and contributing to medico-legal reports. In addition, my tutoring, mentoring, and community work demonstrate initiative, leadership, and a genuine passion for empowering others.

I am not just a candidate, I am an asset who strengthens any team with commitment, discipline, and measurable impact.

CONTACT INFORMATION

Phone: 061 264 4896 / 0766329828
Email: zumaalibongwe12@icloud.com
Address: 14 Shuter Rd, Glenwood, Durban, 4001

EDUCATION

Bachelor of Social Science (Honours) in Psychology

University of KwaZulu-Natal

Bachelor of Social Science

Majors: Psychology & Criminology/Forensic Studies
University of KwaZulu-Natal

Accomplishments

- Golden Key International Honour Society Member
- Dean's Commendations

Kwapata Secondary School

Highest Grade Passed: Grade 12

Subjects: Zulu, English, Life Science, Physical Science, Mathematics, Life Orientation, Geography

EXPERIENCE

Educational Psychology Administrative Assistant – Dia Kgadi Medico-Legal Company

South Africa | 2023 – 2025

- Managed administrative and logistical coordination for psychological assessments across South Africa.
- Travelled nationwide to meet RAF claimants, ensuring professional, ethical and efficient assessment processes.
- Assisted Educational Psychologists with assessment preparation, claimant communication, scheduling and documentation.
- Handled medico-legal files, psychological test records and sensitive client information with confidentiality.
- Supported the assessment process by organising cognitive, educational, and vocational testing materials.
- Strengthened workflow efficiency, client management, and medico-legal reporting processes.

Psychological Assistant (Supervised Placement)

Mchunu Psychological Services | Road Accident Fund ESD Programme | 2023

- Assisted with psychological assessments for children, adolescents, and adults.
- Conducted interviews, reviewed medical records, performed behavioural observations.
- Supported administration of cognitive, achievement, vocational, and aptitude assessments.
- Contributed to compiling medico-legal reports on injury impact and functional outcomes.
- Observed counselling sessions for a range of difficulties (ADHD, behavioural issues, adjustment challenges, cognitive impairments).
- Strengthened clinical reasoning, report writing, professionalism, and client communication.

Psychology Tutor (PSYC102)

University of KwaZulu-Natal | 2022

- Facilitated understanding of key psychological concepts, especially psychopathology.

- Supported students academically through guidance, study techniques, and content explanation.
- Improved student performance and engagement through structured support.

Mentor – MMS Programme

University of KwaZulu-Natal | 2022

- Guided undergraduate students struggling academically or personally.
 - Provided support in study methods, university adjustment, and accessing resources.
 - Strengthened communication, empathy, and leadership.
-

COMMUNITY INVOLVEMENT

- Volunteered at a local high school teaching Mathematics and Life Sciences (since 2019).
 - Mentored learners on opportunities, academic growth, and personal development.
 - Active member of UKZN Young Academics Society & UKZN Mentorship Programme.
 - Developed strong interpersonal, listening, and emotional intelligence skills through community work.
-

SKILLS

- Psychological assessment exposure
 - Report writing & research skills
 - Leadership & mentoring
 - Communication & interpersonal skills
 - Emotional intelligence
 - Teamwork & adaptability
 - Problem solving & critical thinking
 - Planning & time management
 - Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams)
 - Zoom & digital communication tools
-

PERSONAL ATTRIBUTES

- Dedicated, disciplined, and results-driven
- Compassionate and emotionally aware
- Strong initiative and independence
- Resilient, hardworking, and consistent
- Highly motivated and excellence-oriented

REFERENCES

Ms Sanelisiwe Mchunu

Educational Psychologist

Email: sanemchunu@mweb.co.za/0645263871

Address: 182 Lilian Ngoyi Rd, Windermere

Mr Makhosi Nathi Phetha

University of KwaZulu-Natal

Email: PhethaM@ukzn.ac.za

Address: 271 Mazisi Kunene Rd, Berea

Ms Sindiswa Shezi

University of KwaZulu-Natal

Email: Shezis1@ukzn.ac.za

Address: 238 Mazisi Kunene Rd, Glenwood