



JOSHUA MOMO

Full-Stack Developer

PROFESSIONAL EXPERIENCE

Web-Developer

Believers care society, Johannesburg, SA | January 2024 – Present

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses

Data scientist

Believers care society, Johannesburg, SA | January 2024

- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Purchased and maintained office supplied inventories, and always carefully adhered to budgeting practices

Secretar

Believers care society, Johannesburg, SA | January 2024

- Recorded, transcribed and distributed weekly meetings
- Answered upwards of 20 phone calls daily, taking detailed messages

CONTACT

- (123) 456-7895
- My1ainworld@gmail.com
- 1938 Believers care society, Johannesburg, SA
- linkedin.com/in/denice.harris

PROFILE

Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

EDUCATION

Bachelor of Arts in

Believers care society, Johannesburg, SA | January 2024
Graduated Magna Cum Laude

KEY SKILLS

- Microsoft Office
- JavaScript(80%)
- JavaScript(80%)

Practicals

ADDITIONAL SKILLS

- Spanish (Intermediate)
- Typing speed of 70 WPM
- Problem Solving

Portfolio link:my1ainworld@gmail.com