***Cover Letter for IT Position***

Blessing Jafari Mbalaka

Email: bjmbalaka@gmail.com

Phone: +27 72 88 64 770

2024/07/15

Hiring Manager

Mr Price

Dear Hiring Manager,

Technology has always been more than a career path for me — it’s a passion, a calling to solve problems, build smarter systems, and drive innovation. I am excited to bring my skills, creativity, and relentless curiosity to Mr Price in pursuit of groundbreaking solutions.

In the ever-evolving world of IT, I thrive on challenge, adapt with agility, and push myself to stay ahead of the curve. I am not just looking for a job — I am ready to contribute, grow, and help Mr Price reach new heights through technology.

Thank you for considering my application. I am eager to bring my passion, expertise, and energy to your team.

Sincerely,

Blessing Jafari Mbalaka

**Blessing Jafari Mbalaka**Centurion, Pretoria, Republic of South Africa  
Email: bjmbalaka@gmail.com | Phone: +27 72 88 64 770  
LinkedIn: linkedin.com/in/blessing-mbalaka

### **Executive Summary**

Dynamic IT Project Manager with robust experience in digital transformation, Agile project delivery, and stakeholder management. Skilled in guiding cross-functional teams to drive technology integration projects, with a strong foundation in data analysis, blockchain, AI, and cybersecurity. Trained in both foundational and advanced project management principles, and equipped to align technical solutions with strategic objectives.

### **Key Skills**

* **Project Management Methodologies**: Agile (Scrum, Kanban), Lean, and Waterfall frameworks
* **Technical Proficiencies**: Blockchain, Artificial Intelligence, Python programming, data science, and cybersecurity principles
* **Project Management Tools**: Jira, Trello, Asana, and Microsoft Project
* **Stakeholder Management**: Client relations, cross-functional team collaboration, and requirements gathering
* **Data Analysis & Visualization**: Python libraries, Power BI, Tableau, and Advanced Excel

### **Certifications**

* **Business Analysis & Process Management** – *Coursera Project Network*, 2024
* **Project Initiation: Starting a Successful Project** – *Coursera*, 2023
* **Foundations of Project Management** – *Coursera*, 2021

### **Professional Experience**

**Operations Manager***Kweneng Group: Bend Mineral Exploration Project*October 2023 – Present

* Spearheaded IT project planning, managing financial reconciliation, procurement, and project timelines using Agile practices.
* Facilitated requirements gathering and collaborated with IT teams to deliver streamlined processes and solutions aligned with project goals.
* Drove performance improvement initiatives, optimizing project delivery through regular sprint planning and retrospectives.

**Researcher***Digital Africa Research Unit (DARU), University of Johannesburg*February 2022 – October 2023

* Led digital transformation initiatives, integrating blockchain and AI in governance-related projects.
* Utilized Agile methodologies to manage research projects, define deliverables, and maintain alignment with stakeholders.
* Conducted data analysis using Python and visualization tools, providing insights to support strategic decision-making for digital solutions.

**Junior Researcher Volunteer***Institute for Pan African Thought and Conversation*February 2022 – June 2022

* Assisted in IT-related policy research and project management, applying Lean methodologies to improve efficiency and team agility.

**Teaching Assistant and Tutor***University of Johannesburg*February 2022 – May 2023

* Guided development studies modules, mentoring students on research methodology and data analysis.
* Applied Agile principles in educational delivery, adapting content to meet the needs of diverse student groups.

**ESG Officer***Georisk Solutions, Pretoria*February 2018 – March 2021

* Managed environmental policy assessments and conducted data analysis, using project management techniques to meet deliverable timelines.

### **Education**

**Master’s Degree in Development Studies***University of Johannesburg (Joint with University of West Indies of Trinidad and Tobago)*2022

* Specialization: Blockchain Integration for anti-corruption in municipal procurement.
* Key Coursework: Advanced research methodology, strategic analysis, and critical development theories.

**BA Honors in Development Studies***University of Johannesburg*2021

* Dissertation: "The Interregnum of the Dollar Hegemony"
* Coursework: Human Sciences Methodology, Capita Selecta, and Contemporary Development Studies.

**BA Humanities Degree***University of Johannesburg*2020

* Majors: Public Management, Development Studies, and Anthropology

### **Technical Skills**

* **Programming Languages**: Python, Java
* **Project Management Tools**: Jira, Trello, Microsoft Project
* **Data Analysis Tools**: Power BI, Tableau, Excel, and Python data science libraries
* **Design Tools**: Photoshop, Canva

### **Professional Memberships**

* Member, Development Studies Association (Since 2023)

### **Publications & Presentations**

* "Epistemically Violent Biases in AI Design" - Journal of Digital Transformation and Society
* "Blockchain-based E-Voting to Counter Poll Rigging" - Media Article (2023)

**References**

Available upon request.