

# TEBALLO CANDICE MOKOENA

JUNIOR PROJECT MANAGER AND ASPIRING SOFTWARE DEVELOPER

Johannesburg, Gauteng | 076 465 0778 | candiceteballo@gmail.com | Portfolio:  
<https://teballom-portfolio.netlify.app/>

## Objective

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A devoted Junior Project Manager with over a year of experience and a strong interest in software development. Possesses an exemplary portfolio in web development and is seeking opportunities to apply expertise while advancing skills in software development.

## Experience

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**Junior Project Manager | Social Housing and Regulatory Authority**

**2024 - Present**

- Working closely with senior project manager to oversee project from initiation to closure phase.
- Conduct site Inspections and quality control.
- Participate in contractual and technical site meetings.
- Update and maintain the work programme to ensure adherence to timeline.
- Conducting precise measurements and quantify materials.
- Create and maintain comprehensive project documentation.
- Supporting and monitoring Health & Safety practices on site.

**House Committee member | Gateway Student Accommodation**

**2022 - 2023**

- Managed and ran project of recruiting students to our residence.
- Organised and prepared reports to discuss project goals and progress.
- Provided solutions to nearly 100% of student-related issues.
- Developed appropriate marketing strategies that that significantly improved the residence's visibility.
- Achieved a target of 95% building occupancy.

## Education

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**Project Management Short Course | Udemy**

**August 2024**

- Explored Project Management Life Cycle and methodologies.
- Studied Agile Project Management, including comparisons between Waterfall and Agile structures.
- Agile project structure and product development.
- Learned Excel for Project Management, including Gantt charts.
- Gained insights into Scrum framework, events, sprint backlog, User stories, EPICs, and MVPs.

**Web Development Short Course | SheCodes Academy**

**2024 - Present**

- Studied HTML, CSS and JavaScript.
- Worked with VS Code.
- Learned API Integration.
- Gained proficiency in GitHub and Hosting.

**BSc in Construction Studies | University of Witwatersrand****2020 - 2023**

- Studied Site Management.
- Analyzed Estimating and Prices
- Developed Professional and Research Skills.
- Gained knowledge in Management Principles in Construction.
- Learned Mathematics and Physics.

**National Senior Certificate | Noah's Ark High School****2020 - 2023**

- Obtained a bachelor's pass with distinctions in Life Sciences, Religion Studies and Life Orientation.

**Skills**

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- Proficient in Microsoft Excel, PowerPoint and Word.
- Strong communication.
- Critical thinking abilities.
- Excellent Team Player.
- Detail-orientated.
- Highly adaptable.

**Reference**

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**Project Manager | JIDMAC Properties (SHRA)**

- Noma Mpangane | 072 709 8933

**Building Manager | Gateway Student Accommodation**

- Ngwato Ramontja | 072 102 2124