

Carey-Ann Meinie

Phone: 084 268 4322

Email: careyswartling@gmail.com

LinkedIn: www.linkedin.com/in/carey-ann-meinie-985ba9117

Location: Gonubie, East London, 5257, South Africa

Personal Information

- **Date of Birth:** 24 November 1992
- **Nationality:** South African
- **Marital Status:** Married
- **Driver's License:** Code B
- **Criminal Record:** None

Professional Summary

Remote Data Capturer and Emerging Web Developer with over 9 years of experience in data entry, transcription, and academic content management across subjects, including Mathematics, Science, Business Studies, Accounting, Economics, and English. Skilled in Excel data structuring, backend content uploads, and high-accuracy transcription under deadline pressure. Recently completed a hands-on web development course with SheCodes, gaining practical experience in HTML, CSS, JavaScript, and deploying a live weather app on Netlify. Fast learner, tech-comfortable, and highly detail-oriented, now expanding into front-end development and digital solutions.

Skills

Web & Technical Skills

- HTML, CSS, JavaScript (including Vanilla JS)
- Responsive design and API integration
- Netlify deployment and GitHub version control
- Python basics for data tasks
- SQL querying and database fundamentals

- Cloud-based data workflows (introductory level)

Content & Admin Skills

- Excel data entry and formatting
- Backend content upload and platform integration
- Audio and written transcription
- Complex equation typing (Maths & Science)
- Assessment content tagging
- Document editing and proofreading
- Time and deadline management
- Languages: English (Advanced), Afrikaans, IsiZulu

Work Experience

Data Capturer, Editor & Typist

Learn247 Pty Ltd (Remote)

June 2020 – January 2024

- Created and formatted Excel content for academic platforms
- Uploaded learning materials and structured documents into the backend system
- Tagged educational data for diagnostic assessment tools
- Transcribed audio and written educational content
- Copy-typed materials for textbooks, tests, and dictionaries
- Edited subject matter content for multiple disciplines

Reason for Leaving: Contractual engagement successfully completed

(Note: Learn247 Pty Ltd and Modlin E-Learning Solutions are under the same ownership. Following redundancy at Modlin, I was rehired a year later on a freelance contract with Learn247.)

Data Capturer & Equation Typist

Modlin E-learning Solutions (Remote)

January 2014 – June 2019

- Typed and formatted complex Maths and Science formulas
- Tagged educational documents for learning systems
- Copy-typed content in Business Studies, Accounting, Economics, and English
- Edited and prepared academic content for digital delivery

Reason for Leaving: Retrenched

Education

Grade 12 – Matric Certificate

Mount Currie Senior Secondary School (2010)

Subjects: English, Afrikaans, Mathematics, Life Orientation, Economics, Accounting, Business Studies

Certifications

- Oracle Multicloud Architecture – Oracle University (In Progress)
- Web Development - SheCodes (2025)
- Introduction to Data Science - Cisco Networking Academy (2025)
- Introduction to Web Development - SheCodes (2025)
- Introduction to Coding - SheCodes (2025)
- Introduction to Critical Infrastructure Protection - OPSWAT Academy (2025)
- Introducing Generative AI with AWS - Udacity (2025)
- Full Stack Development - FNB App Academy (2025)
- AI Skills - DUT & Microsoft (2025)
- Python-Django - SimpliLearn (2025)
- Data Science & Analytics - HP Life (2025)
- Business Analytics with Excel - SimpliLearn (2025)
- Introduction to MS Excel - SimpliLearn (2025)
- Secretarial and Receptionist Course - Cursa (2025)
- English C1 Advanced - EF SET (2024)

References

Available upon request.