CASSANDRA LUBBE

FREELANCE GHOSTWRITER | BSC COMPUTING STUDENT

A QUICK LOOK

ABOUT ME

A creative writer (BA Graduate) turned BSc graduate (expected: final year 2025). I live in two worlds, one world shaped by creativity, riviting stories, and where the only limit is your imagination. And another world were logic rules and the impossible is pursued everyday until it becomes the possible.

HIGHLY TEACHABLE

As a student whose completing their second degree, I'm highly teachable and I love to learn. I know that I don't know everything and that what I've learned in my degree only scratches the surface and that there is so much more that I am yet to learn.

I would love to be in an environment where I can learn from those around me, and utilize the expertise of others to grow and improve my skills and knowledge.

https://cassandralubbe.github.io

TOOLBOX

CURRENT SELF-LEARNING

FUTURE SELF-LEARNING

- AI and Natural Language Processing
- Machine Learning Basics
- Java
- Flutter
- Swift
- React

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CONTACT

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📍 Greenstone Hill, Johannesburg
South Africa

SKILLS

Core Skills

- Organized and meticulous
- Strong time-management abilities
- Customer-centric and result-drive
- Excellent interpersonal skills
- Adaptability and great work ethic

Computer-Related Skills

- Programming languages: C++, Python
- Tools and technologies: Qt, CMake, Oracle SQL

EDUCATION

Matric Certificate

Florida High School

2013

BA Creative Writing

University of South Africa (UNISA)

2018

Major in English and Literature

BSc Computing

University of South Africa (UNISA)

IN PROGRESS

Final Exams: Late 2025

Expected graduation: 2026

LANGUAGES

English ▬▬▬▬▬▬▬▬▬▬▬▬▬

Afrikaans ▬▬▬▬▬▬▬▬▬▬▬

PROFESSIONAL SUMMARY

A dedicated and adaptable professional with a strong background in customer service, administration, and writing. Skilled in creating unique client experiences, managing administrative tasks efficiently, and delivery exceptional written content. Highly proficient in English with a strong organizational and time-management skills. Currently pursuing a BSc in Computing to enhance technical abilities and knowledge in software development.

WORK EXPERIENCE

Freelance Writer | Ghostwriter

The Urban Writers | Dibbly Inc.   June 2022 - PRESENT

- Build and maintain relationships with customers
- Manage administrative duties and scheduling of orders
- Work closely with client to write and deliver content that meets their needs
- Collaborate with editors to enhance written content
- Adhere strictly to an in-house style guide
- Manage time effectively to meet project deadlines
- Aim for unique content that will result in clients having their books on best-seller lists

Au Pair

Private Household   June 2020 - June 2022

- Adhere strictly to each child's schedule and maintain structure throughout the day
- Assist in the development and education of each child
- Provide active and engaging playtime and activities
- Ensure each child reaches appropriate milestones
- Enforce parental and household rules to teach discipline and manners

Lodge Manager and Marketer

Re a Lora Lodge   January 2020 - April 2020

- Provide welcoming environments for guests and attend to their needs
- Manage lodge personnel to ensure smooth operations
- Resolve reservation issues and queries efficiently
- Marketed lodge and associated services to potential clients
- Ensure client satisfaction through excellent service delivery
- Be on-call for late-arrival of guests
- Help guests plan activities outside of the lodge

Branch Administrator II

Nedbank Ltd   May 2016 - April 2017

- Delivered excellent service to clients while adhering to regulations and legislation
- Provided satisfactory solutions to client complaints and escalated issues to necessary departments
- Recognized for exceptional understanding and compliance with rules and regulations
- Simplified and improved compliance processes through innovative means
- Entrusted with highly confidential documentation and high-priority clients
- Provided end-to-end administrative assistance

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EXPERTISE

- **Programming Languages:**
  - **C++:** Proficient in writing efficient and clean code, with a strong understanding of object-oriented programming principles and data structures.
  - **Python:** Well-versed in Python coding basics with experience in libraries such as Turtle.
- **Software Development:**
  - Solid understanding of software development life cycles and best practices learned through coursework.
  - Familiar with Agile methodologies.
- **Data Structures and Algorithms:**
  - Strong grasp of fundamental data structures and algorithms, including sorting and searching techniques
  - Experience in implementing these concepts in academic projects and exercises.
- **Tools and Technologies:**
  - Experience with developmental tools such as Qt and CMake for C++ application development.
  - Experience with Qt, QtDesigner for Python application development.
  - Knowledge of Oracle SQL for database querying and management learned through coursework.
- **Analytical and Problem-Solving Skills:**
  - Strong analytical skills developed through academic studies, enabling effective troubleshooting and problem-solving in programming tasks.

WORK EXPERIENCE

- (continued ...)
- Reduced branch's overall non-compliance by 60%
- Provided external departments with assistance and guidance on processes
- Received highest performance rating for branch
- Provided assistance to Tellers and Enquiries Consultants, and Bankers

Teller and Enquiries Consultant

Nedbank Ltd   February 2016 - May 2016

- Created a unique client experience by attending to needs with efficiency
- Ensured risk was mitigated, and legislative requirements were met
- Delivered seamless service and resolved customer queries
- Demonstrated meticulous attention to detail
- Promoted from consultant to administrator as a result of a deep understanding of the processes of the branch and attention to detail.

PROJECTS AND COURSEWORK

- **Academic Project:** Conference Registration GUI (C++ and Qt, CMake)
  - Develop a GUI application to register for a conference. Three types of registers, each with their own relevant registration data.
  - Incorporate file handling, classes, and data structures.
  - Implement features such as adding, updating, and deleting a registration.
  - Implement other features such as duplicate registration checks, query on the registration list, save registration data to XML file, and read from XML file.
- **Personal Problem-Solving for Academic Project:** Oracle SQL Developer on MacBook M1
  - Being resourceful in locating relevant information on how to run Oracle SQL Developer on M1 MacBook without requiring additional purchases of services (which can be very costly).
  - Ultimately, I learned how to run a VM with a docker image on my MacBook and learned how to utilize the resources and information available on the Internet.

REFERENCES

Available Upon Request

Due to changes in personnel at some of my previous workplaces, I am unable to provide direct references from those positions. However, I can provide alternative references who can speak to my skills and professional experience.

Please feel free to contact me for further details.