



DEVLYN CHELIN

TECHNICAL PROJECT MANAGER

📍 Durabn North, South Africa

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🌐 www.chelin.dev

PROFILE

With 7 years experience in the delivery of project strategies and executions, I have gained the leadership skills needed to create client and team satisfaction. Having led a multitude of successfull projects across a spectrum of industries, I am able to collaborate with highend clients and businesses, lead project teams and ultimately deliver client focused results on time and within budget.

PROGRAMS

Trello
Microsoft Office
Dropbox
WordPress
WooCommerce
Adobe Photoshop
Adobe Illustrator
Visual Studio Code

WORK EXPERIENCE

WEB DEVELOPER, DESIGN PROJECT MANAGER & HEAD OF DEPARTMENT

ASHLEY JADE (PTY) LTD

2020 - PRESENT

Implementing and running department systems and infrastructure to automate production where possible and improve manual production using the Kanban methodology.

RESPONSIBILITES

- Working closely with clients to define the scope of the project
- Project management and project tracking using Trello; delivering the final product on time and creating customer satisfaction
- Managing the WordPress WooCommerce store and backend of the company website for a smooth user experience when shopping online
- Monitoring website statistics using Google Analytics to enhance web presence and marketing strategies
- Development and launch of new WordPress WooCommerce websites for international branches based in the EU and UK
- Communicate with logistics department to ensure timely delivery of product designs
- Ensure payments have been made before initiation of projects

www.diamonddotpainting.co.za

TECHNICAL PROJECT MANAGER

IKIND (PTY) LTD

2017 - 2020

Building and maintaining client relationships and overseeing multi-media project lifecycles using Waterfall methodologies. Office workflow and team management. Systems implementation and website management.

RESPONSIBILITES

- Liaising with clients, to determine the scope of the project and deliverables
- Manage the full project lifecycle including defining, planning, tracking, and project completion
- Providing regular client feedback and maintaining a general client-project experience
- Create and implement a project strategy with client mindfulness
- Oversee production of projects and maintain project deadlines
- Source project material
- Manage design and marketing team to ensure communication and collaboration are implemented effectively
- Deliver the final project to the agreed quality, time and budget

SKILLS

Waterfall methodology
Kanban methodology
Systems implementation
Negotiation
Time management
Team management
Task management
Project planning and strategy
Project budgeting
Website management
Online store management
Strong leadership
Interpersonal skills
Problem solving
Self-motivating
Adaptability
Critical thinking
Funny as hell

REFERENCES

NATASHA STRYDOM

Ashley Jade (PTY) LTD
Office Manager
+27 66 355 4072

CALYN HILDER

iKind (PTY) LTD
Creative Lead
+27 82 493 1040

MAJOR CLIENTS

Signature Cosmetics, Oyster Box Hotel, Beverly Hills Hotel

ACHIEVEMENTS

BNI Best Presentation Award 2020
Best 60 Second Business Presentation Award

www.ikind.co

PMO PROJECT MANAGER

KC TRANSCRIPTIONS

2017 - 2020

Managing a team of over 20 transcribers. Distributing files accordingly for transcribing and reviewing work for quality control prior to final submission to client.

RESPONSIBILITIES

- Manage large quantities of transcription files from scope to completion
- Distribute files for transcribing to the appropriate teammate
- Manage the team to ensure projects are completed in a timely manner
- Completed quality control of transcriptions to make sure that the brief was met and executed professionally

TRAVELLING CONSULTANT

BRAINJUUZ CONSULTING

Contracted through Standard Bank to capture and log client information onto a database for Spar International Payments System.

2014 - 2015

RESPONSIBILITIES

- Management, capturing, and database logging of sensitive client information.
- Database analysis and information scraping.
- Final disposal of hardcopy client information once captured onto corporate database.

EDUCATION

JAVASCRIPT ALGORITHMS AND DATA STRUCTURES

FREE CODE CAMP

COMPLETED 2022

Fundamentals to programming concepts in JavaScript to work with arrays, objects, functions, loops, if/else statements.

LEARN PYTHON PROGRAMMING MASTERCLASS

UDEMY

COMPLETED 2022

Python For Beginners Course Teaches You the Python Language Fast. Includes Python Online Training with Python 3.

WEB DESIGN FOR BEGINNERS: BUILD A WEBSITE WITH HTML AND CSS

UDEMY

COMPLETED 2019

Learn the Basics of HTML and CSS and get Started with Web Design.

150 HOUR MASTER TEFL TESOL COURSE

GLOBAL LANGUAGE TRAINING

COMPLETED 2021

Necessities to mentoring and teaching including Business English and CLIL.

AWARDS

LINKEDIN PYTHON ASSESSMENT BADGE

Top 30% of 3 Million people who took the assessment.

LINKEDIN CSS ASSESSMENT BADGE

Top 5% of 1.4 Million people who took the assessment.