



KATLEGO MTHEETHWA

INFORMATION TECHNOLOGY STUDENT

[CHECK OUT MY WEBSITE](#)

CONTACT

-  0682236676
 unathi.katlego77@gmail.com
 Bedfordview, Johannesburg
 <https://tinyurl.com/28zje8e4>

SKILLS

- Cisco Packet Tracer
 - AI Ethics and Privacy
 - Linux-based Operating Systems
 - Procedural Programming
 - Amazon EC2
 - Effective Communication
 - Internet of Things
 - Python Network Programming
 - Computer Skills
 - Server Management
 - Effective Communication
 - Computer Literacy
 - Problem Solving
 - HTML
 - C++
 - (CSS)Cascading Style Sheets

LANGUAGES

- English (Fluent)
 - Zulu (Fluent)
 - Afrikaans (Basic)
 - Sotho/Tswana (Intermediate)

REFERENCE

Paul Maleke
Luxurious Wrap CEO
Phone: 0782012644
Email: paul@pmmmedia-signs.co.za

Carla Van Den Berg
Marketing Manager
Phone: 0726350388

PROFILE

Hardworking College Student seeking employment. Bringing forth a motivated attitude and a variety of powerful skills. Adept in various social media platforms and office technology programs. Committed to utilizing my skills to further the mission of a company.

WORK EXPERIENCE

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Front Desk, Luxurious Wrap | Johannesburg |
| Jul 2023 - Feb 2024 | |
| • Managed the daily operations of the front desk, ensuring efficient service delivery and ensuring that all employees had equipment they needed. | |
| • Managed the front desk operations, ensuring that all inquiries were addressed in a timely and efficient manner | |
| • I did play a bit of a managerial role, ensuring that all the employees were working and up to date with presented tasks | |
| • I maintained good customer relationship for the company, satisfying all needs for customers and employees included. | |
| Marketing Intern, David Gresham Records | Johannesburg |
| Mar 2023 - Jun 2024 | |
| • Conducted market research that identified key customer segments and generated new product ideas | |
| • Developed and managed relationships with influencers and other industry partners | |
| • Oversee market research to identify emerging trends, customer needs, and competitor strategies. | |
| • Managed and maintained relationships with clients, vendors, and other stakeholders | |
| • Analyzed website and social media analytics to identify trends and opportunities for improvement | |

EDUCATION

- | | |
|---------------------------------------------|-------------|
| Blue Hills College | 2022 |
| Completed high school with bachelors degree | |
| Cisco Network Academy | 2023 |
| Introduction to Cybersecurity | |
| Bachelor of Information Technology | 2024 - 2027 |
| Network and Security Eduvos | |