

Résumé of Deserai

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Career Objective

A web developer with over 10 years of professional administrative experience, now transitioning into website design and development. Currently learning HTML, CSS, and JavaScript, with hands-on experience creating responsive websites. Highly organized, eager to learn, and passionate about supporting creative teams in delivering functional and responsive web content.

Key Skills & Competencies

- Beginner-level HTML, CSS, JavaScript, Python
- Working knowledge of command line and VSCode
- Basic understanding of WooCommerce and eCommerce content management
- Familiar with Canva
- Strong attention to detail and layout styling
- Excellent communication and team collaboration skills
- Proactive, organized, deadline-conscious

Technical Proficiencies

- Web Tools: Slack, Github, Django
- Design Tools: Canva (basic)
- Office & Admin: Microsoft Word, Excel, PowerPoint, Outlook, Lawpac, Legalsuite
- Digital Content: File organization, backups, uploads, media optimization
- Platforms: Google Workspace, Zoom, cloud file systems

Education

Greytown Secondary School

Matric Exemption with Merit | 2005

Subjects: English, Afrikaans, Mathematics, Biology, Geography, Accounting, Physical Science

Web Development Learning

- HTML – Beginner, self-study
- CSS – Beginner, self-study
- Javascript – Beginner, self-study
- Python Programming – Intermediate, self-study

Portfolio link: <https://deserai.linkpc.net>

Practical Web Experience

- Created responsive page layouts
- Populated pages with text, images, and media
- Installed and tested basic plugins (contact forms)
- Practiced staging site setup and basic page migration
- Styled content blocks and addressed mobile responsiveness issues

Professional Experience

Secretary / Administrative Assistant

Various Legal Firms | KwaZulu-Natal | 2010 – 2021

- Managed daily admin operations, documents, calendars, and client queries
- Created and maintained highly organized filing and digital documentation systems
- Assisted professionals in fast-paced offices with clear communication and time-sensitive tasks
- Developed a keen eye for layout and presentation through formatting legal documents and correspondence
- Supported onboarding, scheduling, and client support

References

Available on request.