

CURRICULUM VITAE of DONNA-LEE JORDAAN

3 Ilex Lane, Belhar | 076 255 4002 | 230613152@mycput.ac.za

PERSONAL DETAILS

Date of Birth: 11 December 2004

Gender: Female

Languages: English & Afrikaans

Nationality: South African

CAREER OBJECTIVES

- Gain hands-on experience in software development, networking, or IT support
- Lead IT teams and manage technology projects
- Use data to drive business decisions
- Contribute to open-source projects and collaborate on GitHub

EDUCATION QUALIFICATION

Secondary Education

High School Attended: Parow High School

Grade Passed: 12

Year: 2022

Tertiary Education

Institution Attending: Cape Peninsula University of Technology

Status: Currently 3RD year student

Qualification: Diploma in Information Technology: Application Development

WORKING EXPERIENCE

Name of Company: **Unifi**

Job Title: Call Centre Agent

Duration of job: September 2024- February 2025

Duties and Responsibilities:

- Answer customer inquiries via phone, email, or chat.
- Provide accurate information about products and services.
- Resolve customer complaints efficiently.
- Process orders, applications, or service requests.
- Follow up with customers to ensure issue resolution.

Name of Company: **Smollan Promoters**

Job Title: Promoter

Duration of job: April 2023 – May 2024

Duties and Responsibilities: Product Promotion & Demonstration information
Customer Engagement & Interaction
Sales & Lead Generation
Market Research & Feedback Collection
Maintaining Brand Image

Name of Company: **BHR**

Job Title: Internship

Duration of job: January 2022 – February 2022

Duties and Responsibilities: Following Instructions & Completing Tasks
Adapting to the Workplace
Handling Responsibilities & Growth
Teamwork & Collaboration

SKILLS:

Technical Skills:

- Programming & Development
- Database Management
- Software Development & Engineering

Soft Skills:

- Problem-solving & analytical thinking
 - Teamwork & collaboration
 - Communication & documentation
 - Adaptability & continuous learning
 - Time management & multitasking
-

REFERENCES:

Name of Person	Name of Organisation	Contact Number
Nicole Miller	Unifi	084 988 8021
Carmen Holm	BHR	010 880 3061
Kelly	Smollan Promoters	060 662 8197



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

DONNA LEE CHANTE JORDAAN

Identify number 0412110173082

Exam number 1220022280101

Subject
English Home Language
Afrikaans First Additional Language
Mathematical Literacy
Life Orientation
Business Studies
Computer Applications Technology
Tourism

Achievement	
%	level
67	5
81	7
73	6
61	5
81	7
71	6
74	6



This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2022

M.S. LAKHETSI
Chief Executive Officer

230 2981 0965 T



This certificate is valid without alterations or annexes of any kind



UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

3623131

