

# KATLEHO MARITE

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## CAREER SUMMARY

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Highly creative and multi-talented Web Designer with extensive experience in multimedia, marketing, print, and website maintenance, combined with a strong background in IT technical support. Proven ability to troubleshoot hardware, software, and network issues while delivering outstanding end-user support. Exceptional collaborative and interpersonal skills; a dynamic team player with well-developed written and verbal communication abilities. Skilled at bridging the gap between technical and creative teams to deliver seamless digital experiences.

## WORK EXPERIENCE

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### Freelance

Web Designer

2024 - Present

- Designed and developed responsive Wordpress websites for various clients, ensuring brand consistency and engaging user experiences.
- Collaborated with clients and team members to conceptualize and execute website designs from initial wireframes to high-fidelity mockups using Figma and photoshop.
- Implemented designs using WordPress, HTML, CSS and JavaScript, with a focus on utilizing Elementor and optimizing site performance.
- Maintained and updated client websites, incorporating new features and functionalities as required.
- Designed marketing collateral, social media posts, and email templates.

### Global Medicine

IT Technical Support

2022 – 2024

- Provided first-line technical support to users, troubleshooting hardware, software, and network issues in a timely manner.
- Installed, configured, and maintained desktops, laptops, printers, and other peripheral equipment.
- Responded to service desk requests via ticketing systems, phone, email, and in-person.
- Diagnosed system faults and implemented effective solutions to minimize downtime.

### Ponaletso Advertising

Digital Content Manager

2020 – 2022

- Developed and executed digital content strategies across various platforms, including websites, social media, and email marketing campaigns, to enhance brand visibility and engagement.
- Managed the creation and publishing of compelling digital content, including articles, blog posts, videos, and graphics, to drive traffic and conversion.
- Collaborated with design and development teams to ensure seamless integration of content into WordPress websites, maintaining brand consistency and user experience.

### GO4IR

IT Consultant

2019 – 2020

- Development and design of websites for clients using WordPress.
- Content creation for social media posts using Adobe Suite.
- Designing interfaces for Augmented and Virtual reality applications.

## EDUCATION

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### Tshwane University of Technology

National Diploma in Information and Communication Technology

October 2018

## SKILLS

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- Proficient in Figma and Adobe XD, for creating high-fidelity designs and mockups
- Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Strong understanding of HTML, CSS, and JavaScript/jQuery for front-end development.
- Solid experience with WordPress, including customization, theme development, and plugin integration.
- Experienced in using site builders like Elementor for WordPress website design.
- Operating Systems: Windows 10/11, macOS, Linux (basic)
- Software Support: Microsoft Office 365, Outlook, Teams, Zoom, Slack
- Hardware Troubleshooting: PC/laptop repairs, printers, scanners, peripherals
- Software Installation: Imaging tools, deployment scripts, app installation & updates

## CERTIFICATES

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- Google IT Support Professional Certificate
- Google UX Design Certificate
- Google Cyber Security Certificate
- FreeCodeCamp Responsive Web Design

## PORTFOLIO

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[katlehom.com](http://katlehom.com)

<https://www.behance.net/katlehomarite>