

# Lehlohonolo Makoti

DATA MANAGEMENT · DATA GOVERNANCE · BUSINESS ANALYTICS & REPORTING

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## Experience

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### Computer Business Solutions (CBS)

APPLICATIONS DEVELOPER

Jun. 2016 - Dec. 2018 (2yrs 7mon)

- Development of software systems by designing, developing, and installing software solutions
- Determining operational feasibility by evaluating system requirements versus the proposed solutions
- Preparation of technical training manuals for system end-users & administrators
- Project management role in projects using waterfall and agile methodologies (SCRUM)
- Preparation of customer websites analytical reports for progress monitoring and tracking.

### Independent Electoral Commission (IEC)

ICT CONSULTANT WITH CBS (NATIONAL & LOCAL ELECTIONS)

Jan. 2017 - Oct. 2018 (1yr 5mon)

- Data analysis & cleaning using Microsoft Excel & KuTools.
- Development & implementation of database backup routines.
- Database security protocol planning, implementation & evaluation.

### www.selibeng.com

WEB DATA ANALYST

Dec. 2016 - Dec. 2020 (4yrs)

- Development & maintenance of the content management framework (WordPress)
- Management of Search Engine Optimization (SEO) meta tags for better online presence.
- Content upload and data extraction using web crawlers and Optical Character Recognition (OCR) tools i.e. WebScrapper.io, Able2Extract.
- Running user retention analysis reports based on the traffic metrics.
- Data modelling and cube developments using the Kimball warehousing principles.

### Elizabeth Glaser Pediatric Aids Foundation (EGPAF)

RESEARCH DATA MANAGER - PUBLIC HEALTH EVALUATION

Dec. 2018 - Feb. 2021 (2yrs 3mon)

- Research projects' database maintenance and development.
- Research studies' case reporting forms development and reports development.
- Preliminary data analysis, visualization & dashboard development to inform study progress.
- Agile project leader (SCRUM master) in data tools development and commissioning.
- External stakeholder reports development and presentation on research findings

### UpWork (Elance-oDesk)

DATA ANALYST

Jan. 2020 - Feb. 2021 (1yr 2mon)

- Designing and maintaining data systems and databases; this includes fixing coding errors and other data-related problems.
- Mining data from primary and secondary sources, then reorganizing said data in a format that can be easily understood.
- Using statistical tools to interpret data sets, paying particular attention to trends and patterns that could be valuable for diagnostic and predictive analytics efforts.
- Collaborating with programmers, engineers, and organizational leaders to identify opportunities for process improvements, recommend system modifications, and develop policies for data governance.
- Preparing reports to inform business decision making that effectively communicate trends, patterns, and predictions using relevant data.

### The Commonwealth Secretariat

DATA MANAGEMENT AND ANALYTICS SPECIALIST

Feb. 2021 - Present (1yr 5mon)

- Document gaps in the open international data sets, that are relevant to Commonwealth countries.
- Coordinate the dissemination of information, data and visualisations.
- Put together briefs and Country snapshots on the research conducted and on the data available.
- Identify and curate Datasets that are relevant to the activities of the secretariat.
- Identify any issues with the integrity and quality of data used for analysis.
- Work with the office of the Legal Counsel on Data Protection initiatives.
- Implement data structures and data practices for knowledge management initiatives.
- Implement the Data Governance Framework.

# Association Memberships

## PROFESSIONAL & BUSINESS

- 2020 **Information Systems Audit and Control Association (ISACA)**, International professional association focused on IT (Information technology) governance. *ID: 1230441*
- 2021 **Data Management, United Kingdom**, DAMA International is dedicated to advancing the concepts and practices of information and data management and supporting DAMA members and their organizations to address their information and data management needs. *ID: 62660859*
- 2021 **The Open Group (The Open Group Framework - TOGAF)**, The Open Group is a global consortium that enables the achievement of business objectives through technology standards. *ID: 724185*
- 2021 **British Computer Society (BCS), The Chartered Institute for IT**, BCS is a charity with a royal charter, its agenda is to lead the IT industry through its ethical challenges, to support the people who work in the industry, and to make IT good for society. *ID: GH38716654*
- 2022 **The Data Governance Institute**, The Data Governance Institute is the industry's oldest, best known source of in-depth Data Governance best practices and guidance. Founded in 2003, it's the number one recognized name in the industry, with practitioners around the world consistently reporting that they have based their programs on the DGI Data Governance Framework and supporting materials *ID: ch-3KN6y3Lb...*

## Education

### Edinburgh Napier University

*Scotland, United Kingdom*

MSC DATA SCIENCE, PARTTIME

*Period: 2021-2024*

- The programme is aimed at those working in a data-related role within their organisation, whether in a technical, software or business context and want to enhance their skills and understanding of contemporary data analysis tools and techniques.
- Programme:** <https://www.napier.ac.uk/courses/msc-data-science-postgraduate-parttime>

### National University of Lesotho (N.U.L)

*Lesotho, Southern Africa*

BSC IN MATHEMATICS & COMPUTER SCIENCE

*Period: 2012-2016*

- Final year project cultural family references inference model (Expert Systems - Python, JavaScript & HTML5).

### ISACA

*Self-Paced Learning*

CERTIFIED IN RISK AND INFORMATION SYSTEMS CONTROL (CRISC)

*Issue Date Jul. 2021*

- Course content:** CRISC validates experience in building a well-defined, agile risk-management program, based on best practices to identify, analyze, evaluate, assess, prioritize and respond to risks. This enhances benefits realization and delivers optimal value to stakeholders.
- Verify :** <https://www.credly.com/badges/fadbf490-5b47-4c47-a6d9-5ea175044ed9>

### British Computer Society

*Self-Paced Learning*

BCS FOUNDATION CERTIFICATE IN DATA PROTECTION

*Issue Date Jul. 2021*

- Course content:** Explores the application of current data protection laws, including the EU General Data Protection Regulation (GDPR), UK GDPR and the UK Data Protection Act 2018. (Certificate Number: 00516874, Candidate Number: GH38716654)
- Verify :** <http://www.bcs.org/eCertCheck>

### Data Management Association

*Self-Paced Learning*

CERTIFIED DATA MANAGEMENT PROFESSIONAL, DMF-MASTER LEVEL

*Issue Date May 2021*

- Course content:** The Data Management Fundamentals exam covers 14 topics. There are 11 Knowledge areas, plus Data Management Process, Ethics, and Big Data. The exam question coverage by each of the 14 topics is: Data Management Process, Big Data, Data Architecture, Document and Content Management, Data Ethics, Data Governance, Data Integration and Interoperability, Master and Reference Data Management, Data Modelling and Design, Data Quality, Data Security, Data Storage and Operations, Data Warehousing and Business Intelligence, Metadata Management.
- Verify :** [https://rr.badgr.com/public/assertions/PXadM4KqR-utfus-5ZFtaw?identity\\_\\_email=lehlohonolomakoti@gmail.com](https://rr.badgr.com/public/assertions/PXadM4KqR-utfus-5ZFtaw?identity__email=lehlohonolomakoti@gmail.com)

### The Open Group Architecture Framework

*Self-Paced Learning*

TOGAF® CERTIFIED, LEVEL 1

*Issue Date Apr. 2021*

- Course content:** The Open Group Architecture Framework (TOGAF) is the most used framework for enterprise architecture today that provides an approach for designing, planning, implementing, and governing an enterprise information technology architecture. TOGAF is a high-level approach to design.
- Verify :** <https://www.credly.com/badges/9a19f234-ded7-4b42-8658-6f6fac4d3df0>

## Microsoft Certified: Data Analyst Associate

Self-Paced Learning

DA-100: ANALYZING DATA WITH MICROSOFT POWER BI (PL300)

Issue Date Aug. 2020

- Course content:** The Data Analyst Associate certification validates the skills and knowledge required to enable businesses to maximize the value of their data assets by using Microsoft Power BI. Data Analysts are responsible for designing and building scalable data models, cleaning and transforming data, and enabling advanced analytic capabilities that provide meaningful business value through easy-to-comprehend data visualizations.

**Verify :** <https://www.credly.com/badges/2fe6d66d-03e7-4caa-80bf-b5a5d46699b8>

## Microsoft Certified: Trainer

Self-Paced

MICROSOFT CERTIFIED TRAINER 2020/21

Issue Date Nov. 2020

- Content:** Many of Microsoft's software and technologies are technically complex, and professionals may require training from knowledgeable trainers in aspects of their use. In order to make such training generally available, Microsoft has developed the Microsoft Certified Trainer (MCT) Program which grants membership to professional trainers and learning consultants who demonstrate and maintain technical and instructional expertise on Microsoft technologies and who have complied with all requirements.

**Verify :** <https://www.credly.com/badges/bdec9ab3-0090-46fd-928d-a05521d3c9f5>

## Microsoft Certified: Azure

Self-Paced Learning

MICROSOFT CERTIFIED: AZURE FUNDAMENTALS

Issue Date July. 2020

- Course content:** Azure Fundamentals exam is an opportunity to prove knowledge of cloud concepts, core Azure services, Azure pricing, SLA, and lifecycle, and the fundamentals of cloud security, privacy, compliance, and trust.

**Verify :** <https://www.credly.com/badges/34ba6a27-e17a-4ece-9051-08fa12d4337a>

## Oracle Cloud Infrastructure

Instructor-led Learning

ORACLE CLOUD INFRASTRUCTURE 2020 CERTIFIED ASSOCIATE

Issue Date May. 2020

- Course content:** The OCI Foundations certification is intended for individuals looking to demonstrate knowledge of public cloud services provided by OCI. Certification is for candidates with non-technical backgrounds such as those involved in selling or procuring cloud solutions & with technical background who want to validate their foundational level knowledge around core OCI services. This exam does not require any hands-on technical experience & is not a prerequisite for taking any other OCI certifications.

**Verify :** <https://www.credly.com/badges/733c4a28-bb0e-4741-ad4f-e248d31f7d2a>

## Codepool Learn (ISACA)

Instructor-led Learning

COBIT 2019 FOUNDATION

Issue Date Apr. 2020

- Course content:** Effective governance over information and technology is critical to business success, and this new release further cements COBIT's continuing role as an important driver of innovation and business transformation in I.T.

**Verify :** <https://www.credly.com/badges/92da69e2-0907-4920-9669-e18b704204fb>

## Tableau Software

Self-Paced Learning

TABLEAU 2019 + 2018 TABLEAU DESKTOP SPECIALIST

Issue date Oct. 2019

- Course content:** Earners of the Tableau Desktop Specialist title use their knowledge of Tableau Desktop and data analytics to solve problems. They have demonstrated understanding of Tableau core concepts and terminology. Desktop Specialists are able to connect to, prepare, explore and analyze data, and share their insights.

**Verify :** <https://www.credly.com/badges/113fde7c-a2a4-4c9b-a594-017f940a1eab>

## Big Data Framework (APMG International)

Self-Paced Learning

ENTERPRISE BIG DATA PROFESSIONAL

Issue date Aug. 2019

- Course content:** The Enterprise Big Data course is the first level of the Big Data Framework course curriculum and certification program, that is globally recognized and accredited by APMG-International. The curriculum provides a vendor-neutral and objective understanding of Big Data architectures, technologies and processes.

**Verify :** <https://www.credly.com/badges/0185558d-6afc-4e6e-92e8-c0509cae105e>

## PM4NGOs (LINGOs - Humentum)

Self-Paced Learning

PROJECT MANAGEMENT FOR DEVELOPMENT PROFESSIONALS LEVEL 1

Issue date May. 2019

- Course content:** PMD Pro is aligned with existing internationally recognized project management standards and includes components specific to the NGO sector.

**Verify :** <https://www.credly.com/badges/a5d9afb9-77c4-43b6-af47-b0919a5c1b2f/>

## Cornell University (eCornell)

Online Platform

DATA ANALYTICS

Issue date May. 2019

- Course content:** The 3 tiered certification provides learning on statistical and scientific methods for data analysis through hands-on exercises, the following courses make up the certification : Understanding and Visualizing Data, Implementing Scientific Decision Making and Using Predictive Data Analysis.

**Certificate URL :** <https://www.dropbox.com/s/8zfmoo8beqkz819/Data%20Analytics%20-%20Cornell%20Lehlohonolo%20Makoti.pdf?dl=0>

## Microsoft Academy - Applied Data Analytics (OpenEdx)

Online Platform

PROFESSIONAL CERTIFICATE: APPLIED DATA ANALYTICS TRACK

Issue dates Feb. 2018 & Apr.2019

- DAT249x: Ethics and Law in Data and Analytics  
**Verify :** <https://courses.edx.org/certificates/dcdfab3cd4e448778717bcc2585afabf>
- DAT248x: Analytics Storytelling for Impact  
**Verify :** <https://courses.edx.org/certificates/762e2c4068104367b14b7b889bbb0e7f>
- DAT289x: Applied Data Analysis: Working in Organizations and Industries  
**Verify :** <https://courses.edx.org/certificates/30dc17a4fb1741f7b56fba191f4af9fe>
- Applied Data Analytics - Professional Certificate  
**Verify :** <https://credentials.edx.org/credentials/6fbecc97089a403f88e1c3ebb3d437e7>

## Microsoft - Data Science (OpenEdx)

Online Platform

PROFESSIONAL CERTIFICATE: DATA SCIENCE TRACK

Issue dates Oct. 2018 & Jan.2019

- DAT101x: Introduction to Data Science  
**Verify :** <https://courses.edx.org/certificates/f829b67e9a8948ccbffa8bfbf8b5cf85>.
- DAT207x: Analyzing and Visualizing Data with Power BI  
**Verify :** <https://courses.edx.org/certificates/eccfc7fcc4694bd2823128b32c706424>

## FHI 360: The science of improving lives

Online Platform

RESEARCH ETHICS TRAINING CURRICULUM

Issue date Dec. 2018

- **Course content:** Human research ethics rest on three basic principles: respect, beneficence and justice. This are the key fields that are covered in obtaining and preparing for the certification.  
**Certificate URL :** [https://www.dropbox.com/s/sdztzh2s6z3o08e/RETC\\_Certificate\\_Lehlohonolo%20Makoti.pdf?dl=0](https://www.dropbox.com/s/sdztzh2s6z3o08e/RETC_Certificate_Lehlohonolo%20Makoti.pdf?dl=0)

## University of California San Diego

Online Platform

PROFESSIONAL CERTIFICATES

Issue dates Jul.2018

- Introduction to Big Data  
**Verify :** <https://www.coursera.org/account/accomplishments/certificate/7T9H5T7ZA7N9>
- Big Data Modeling & Management Systems  
**Verify :** <https://www.coursera.org/account/accomplishments/certificate/X643P2JQAQ3G>

## University of Capetown

Online Platform

PROFESSIONAL CERTIFICATE

Issue date Feb. 2018

- Data Analysis  
**Course content:** Data-driven decision-making, Research questions for data analysis, Organising data in Microsoft Excel, Statistical analysis using Microsoft Excel, Introduction to databases and SQL, Interpretation of outcomes and Data presentation and visualisation.  
**Certificate URL :** <https://www.dropbox.com/s/i8zz03dinojopjt/Data%20Analysis%20UCT-GetSmarter.pdf?dl=0>

## Axelos: Global best practices

Classroom Training

ITIL FOUNDATION CERTIFICATE IN IT SERVICE MANAGEMENT

Issue date Nov. 2017

- **Course content:** focuses on aligning IT services with the needs of business and their adaption to good IT practices  
**Certificate URL :** <https://www.dropbox.com/s/r8uijxifw4olza5/ITIL%20Foundation.pdf?dl=0>

# Professional skills & Interests

## Database management technology

DATABASE CLIENTS AND SERVERS

- MySQL, Postgres SQL (Basic), MsSQL Server, MsAccess.
- MySQL workbench/CLI, HeidiSQL, phpMyAdmin, db Forge Studio

## Programming languages & Technical software

DEVELOPMENT TOOLS

- **Server Side Languages:** PHP, Java, Python(Basic).
- **Client Side Languages:** HTML5 & CSS3, JavaScript, Android (C-Sharp, XAML).
- **Version Control:** Azure DevOps, Git (Command-Line, Github, GitLab, BitBucket, GitGraken), One drive business.

## Project Management & Coordination

### REPORTING & MANAGEMENT TOOLS

- **Communication:** Slack, Skype for business.
- **Management:** Trello, Microsoft Project, Microsoft Flow, SharePoint, Asana.
- **Reporting (Visualization):** Tableau Desktop, Microsoft PowerBI, Qlik Sense (Intermediate).

## Data Management

### DATA ANALYSIS, COLLECTION & SURVEY TOOLS

- **Collection:** Clintrial (Cliniops), Case Report Forms (CRFs), ODK Collect, Google Forms .
- **Analysis:** R, Stata, Advanced Ms Excel (KuTools).
- **Survey:** SurveyCTO, CommCare, Open Data Kit (Aggregate/Collection),