LINDA HLUBI

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PROFILE

I am a very bubbly, motivated and enthusiastic person who enjoys being around and getting to know people. I am a BA (Psychology) graduate who is currently studying to be a **Full Stack Developer** with strong leadership characteristics and an unceasing eagerness to learn and acquire new skills. I am eager to utilise my skills in Front End / UI and Back End functionality. I am able to work with diverse personalities and adapt well in unfamiliar surroundings. Through constant learning and application, I hope to become a more valuable and cohesive instrument for any team I am required to work in. I am an outgoing, people-orientated person and work well with my peers. I am deadline driven and strive to complete tasks to the best of my abilities. I am a disciplined individual and pride myself in performing my responsibilities in an efficient and effective manner. I approach each problem situation as an opportunity to learn and expand my capabilities.

I have over 10 years' worth of experience working in customer service, account management and administration. I have great customer service skills, outstanding communication skills, strong admin and computer skills, am easily adaptable, honest, well presented and energetic. I have demonstrated that I thrive as part of a creative team while also being a good leader and a fast learner. My managers and supervisors can endorse my work ethic as I am hardworking a great problem solver, punctual, reliable and I always hold myself accountable

EDUCATION

Monash University / Trilogy College — Full Stack Developer
Currently
Deakin University, VIC — Bachelor of Arts, Psychology Major 2012

SKILLS

HTML, CSS, JAVASCRIPT, JQUERY, BOOTSTRAP, NODEJS, MATERIALIZE, GIT,

PROJECTS

Project 1
Link to deployment - https://lindahlubi.github.io/Project-1/
This application is called Hangry, a recipe finder application which allows you to search for a key ingredient / recipe and a list of recipes including the key ingredient will be displayed with a wine to pair. The user can save their favourite recipes as well as email the recipe and ingredients to themselves.

Quiz Assignment
Link to deployment - https://lindahlubi.github.io/Coding-Quiz-Challenge/

This application allows the user to take a multiple choice quiz. The is a countdown counter, which subtracts additional seconds for incorrect answers. The final seconds left equate to the final results of the user. These results are store in local storage under the users initials and appear in the users history.

Password Generator
Link to deployment - https://lindahlubi.github.io/Password-Generator/
This application enables the user to be able to generate a secure password between 8 to 128 characters (Upper, lower case, special characters and numbers).

Schedular
Link to deployment - https://lindahlubi.github.io/Work-Day-Schedular/
This is an hourly daily planner. List your task. The planner is colour coded to symbolise current, past and present time. Task is logged into local storage and data persists even when the application is exited or refreshed.

Gallery Manageress, MBW ART Boutique; Bryanston JHB — 2017-2018
Day to day running of gallery / Customer service

- :   Administration / Payments / Petty Cash
- :   Sales / Monthly targets / Yearly targets
- :   Promotions / Marketing
- :   Visual merchandising
- :   Organised exhibitions and set- up
- :   Trained new staff

Practice Manager, Cosmo Mall Medical Centre; Randburg JHB — 2015-2016
Recruitment of staff for the medical centre (Advertise,

Screen and shortlist applicants)

- :   Lease space within the medical centre to doctors
- :   Organised PR / Marketing for the medical centre
- :   Design / create content for the medical centre's website
- :   Advertise the medical centre & services
- :   Create training manuals & employee contracts
- :   Train medical administration /reception staff

- : Liaise with medical centre staff and doctors

- : Manage the practice, staff & budget

- : Managed the everyday running of the medical centre

- : Dealt directly with patients (booked appointments, answered calls, managed patient database, administration and filing

- : Petty Cash Management

- : Consumables and stationary ordering

Cosmo Mall Medical centre opened its doors in August 2015. I was employed by the owner of the practice who required me to help her set up the practice from scratch. I was responsible for telephone line and internet connections, the domain registration, website design, PR & Marketing, leasing out of space to practitioners, recruitment of all staff and training on top of all the required tasks as a Practice Manager.

Serviced Office Administration / Accounts, Asian Pacific Serviced Offices; TOORAK VIC — 2013-2015

Completed various secretarial tasks for clients and APCS

- : Daily mail sorting

- : Client accounts management

- : Debt collecting

- : GP/ Client management software

- : Parking lot leasing

- : Office space leasing

- : Administration tasks

- : Staff management

- : Administered performance reviews

- : Managed all boardroom enquiries/ bookings

- : Billing and invoice generation for all clients

- : Kitchen maintenance and business centre supplies

- : Leased office space to other businesses (start up to established) – KPI focused

- : General Day to day liaising with clients, tenants and guests.

: Built exceptional relationships with candidates and clients

REFERENCES

Available on Request.