

# Louvelle Morris

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## SKILLS AND PROFICIENCIES

- Python, JAVA, Mysql
- Teamwork, multitasking, and attention to detail
- Pastel partner, Xero, Microsoft Word, Microsoft Excel.

## LANGUAGES

- English

## EDUCATIONAL BACKGROUND

*High School Matric: 2006*

Hard working, prompt, diligent individual who has more than 14 years work experience in a variety of fields and environments, adaptable and always willing to learn. I aspire to become a software developer.

## WORK HISTORY

Standard Bank Home Loans Division (JHB) | 5  
February 2007 - 31 May 2007  
Document Management  
Filing: Home loan document files.  
Reason for Leaving: Relocated back to Durban from Johannesburg.

Various temp positions at Kelly | June 2007 – March 2008

Nampak for Kelly | 01 April 2008 – 19 December 2008  
Temp  
HR Admin Assistant.  
Administration.  
Data Capturing: Salaries and wages schedules.  
Stock Taking.  
Filing.  
Reason for Leaving: Contract came to completion.

Eezee Door Repairs | 6 January 2009 – 31 August 2009  
Fitters Assistant - Temporary  
Labor Assisting: tools, garage door maintenance, motor repairs.  
Reason for Leaving: Found a permanent position from Woolworths.

Woolworths | 14 September 2009 - 30 April 2013  
Assistant Supervisor/Sales Floor Assistant/ Cashier  
Administration.  
Receiving of truck ticketing.  
Labelling of goods.  
Stock take.  
Floor planning.  
Reason for Leaving: Received an opportunity from Forbay Consulting.

Forbay Consulting | 02 May 2013 – 12 May 2021  
Office clerk  
Bookkeeping.  
Administration.  
Data capturing.

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August 06 2022

Dear [recruiters name]

I am writing to express my interest in the position of [position details] at [company name].

With a completed software bootcamp and a determination to be one of the best in the field, I am the right applicant for this position.

I have the skills and training needed to help develop and maintain software programs and to make improvements that will enhance functionality. I have outstanding problem skills with the ability to work with technical and abstract concepts efficiently. I also have extensive knowledge of Python, Java, HTML and CSS

I have excellent communication skills with the ability to work directly with clients to provide outstanding customer service.

After talking with the clients, I can determine ways to improve performance, speed and usability and then relay this information to senior programmers. I have also acquired the ability to troubleshoot technical issues to find the cause and to implement a solution to problems as they arise.

I have the skills to explain functionality and other technical issues to other professionals and non-technical users. I pay close attention to details and I have the ability to stay focused on the task at hand for long periods to get the job done. I stay updated on all the latest changes that take place in the industry and I am a perfect match for this position.

Respectfully,

**LOUELLE MORRIS**