

Tshepo Mpogeng

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| Life long learner passionate about solving problems using technology. |

EDUCATION

Jan 2017 — Dec 2018 Pretoria Princess Park College High school (Matric)

Matric Results: English - 61, Afrikaans – 73, Mathematics – 71, Life Orientation – 86, Business Studies – 68, Economics – 71, Physical Sciences - 70

Freelance Transcriber/Editor (June 2020 – Present): Transcribe recorded audio.
Subtitle videos and create quality error-free documents.

TECHNICAL SKILLS

■ Microsoft Word	● ● ● ● ● ●
■ Microsoft PowerPoint	● ● ● ● ● ●
■ HTML, CSS, JavaScript	● ● ● ● ● ●
■ Microsoft Excel	● ● ● ● ● ○

SOFT SKILLS

■ Self motivation	● ● ● ● ● ●
■ Decision Making	● ● ● ● ● ●
■ Problem Solving	● ● ● ● ● ●
■ Analytical Thinking	● ● ● ● ● ●
■ Recognise and uphold integrity	● ● ● ● ● ●
■ Lifelong learning	● ● ● ● ● ●
■ Teamwork	● ● ● ● ● ●
■ Communication and interpersonal skills	● ● ● ● ● ●
■ Time management	● ● ● ● ● ●