

Lungile Madondo

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Software Developer – Remote professional

Passionate marketer, dedicated educator, and aspiring software developer. With a solid background in marketing, I have successfully crafted innovative campaigns that drive engagement and boost brand visibility. My teaching experience has equipped me with excellent communication and leadership skills, enabling me to effectively impart knowledge and empower others. Currently, I am immersing myself in the dynamic world of software development, eagerly acquiring new skills and exploring the limitless possibilities of coding.

Technical Proficiencies: Salesforce, Asana, Canvas, Fincon, MS Office Suite, Outlook, Everlytic Enterprise Email Send, SharePoint, Sendinblue, Survey Monkey, Clarizen, Microsoft Dynamic, Google Docs, Hootsuite, Wordpress, Shopify, HTML, CSS, Javascript, Python, React, Git, Github.

CORE PROFICIENCIES

Direct Marketing | Market Research | Planning | Supplier Management | Consumer Engagement | Project Management | Resilience and Adaptability | Creativity | Critical Thinking Skill | Campaign Management | Event Management | Interpersonal Communication | Team Leadership | Sales | Digital Strategy | Organization and Coordination | Classroom Management | Lesson Planning | Cultural & Diversity Awareness | Remote Work | Multitasking | Teaching Offline & Online | Classroom Management

PROFESSIONAL EXPERIENCE

ESL – English Teacher

SEED EDUCATION, ONLINE, INTERNATIONAL TEACHER

July 2020 to Current

- **Prepared instructional materials** for use in virtual classrooms.
- Completed various projects independently, **including project support manuals and parent communication forms**.
- Built and **oversaw our online grading and attendance** system.
- **Coordinated and distributed Seed's quarterly online newsletter** to parents with updates on their children's academic performance.
- **Completed the Senior Teacher Training Program** with Highest Honors in the Year 2021.
- **Developed Staff English and gave to local Chinese instructors** so they could improve their communication skills with their students.
- Assisted in the **induction and training of new teachers** in the online teaching platform.
- **Proposed agenda items for weekly team** meetings and took minutes.
- **Developed and presented students' progress reports** to parents shared plans with to help their children learn English.
- **Directed** teams working on a specific project

Nov 2018 to Jan 2020

ENGLISH FIRST, HANGZHOU, CHINA

- **Presented innovative learning procedures and techniques** to kindergarten learners to enhance readiness and learning aptitude.
- **Developed, organized, and executed weekly lesson plans** while ensuring comprehensive learning concepts were incorporated into each week.
- **Recognized and awarded an excellent staff award for highest students test scores** by structuring schoolwork and tests to gauge student's capacities while raising student's scores by 84%.
- Collaborated and partnered with 24 staff individuals to **maximize teaching strategies and actualize top-notch learning conditions**.
- Demonstrated a commitment to facilitating parent- teacher conferences **resulting in a 96% retention rate of new book purchases**.
- **Surveyed and provided significant input on execution and development accomplishments** to address formative needs to learners, scholarly, and various partners resulting in a 98% parent and student satisfaction rate.
- **Composed reports for students with clear developmental remarks** on how to improve work by characterized cutoff times

and regular evaluations and criticism on appraisals.

- **Marketing and Events Management Coordinator** Jun 2016 to Nov 2018
- **VOX TELECOM, JOHANNESBURG, SOUTH AFRICA**
- Created email advertisement, post-occasion, and lead producing reports **resulting in successful click through rates and lead generation.**
- **Performed media purchasing for evaluation** on publicizing stages, appointments, and status of work submitted.
- **Decreased lead time and turnover rate by 30%** through building solid relationships with suppliers and guaranteeing printing, radio publicizing, and computerized promotions.
- **Gathered and arranged delegate matters**, customer records, and industry and geographic experience for territory advertising endeavors.
- Incorporated data regarding existing and imminent customers, contender movement, and industry market patterns to **advance advertising plans, introductions, and recommendations.**
- Oversaw the improvement of leaflets, reprints, and other guarantee materials for general promoting purposes and **decreased print errors through consistent proof copy check.**
- **Facilitated the creation, altering, and mailing of customer refreshes**, white papers, and other customer interchanges.
- **Served as a project manager for digital campaigns** for business partners and cloud services from creation, briefing production, testing, and launching.
- Diligently tested website product information to **identify errors and verify brand consistency.**
- **Effectively managed and identified opportunities to reduce marketing spend** for the department by negotiating advertising costs with media suppliers.
- **Successfully managed department's expenses** and supplier payments.
- **Managed marketing branding and merchandise** for the department ensuring accurate stock counts and availability of marketing material.

Marketing and Public Relations Assistant
BERZACK BROTHERS PTY LTD, JOHANNESBURG, SOUTH AFRICA

Jan 2016 to June 2016

- **Increased social media growth by 20%**, in the absence of a digital budget, by leveraging marketing skills and gaining organic follows.
- **Delivered official press releases for product updates** and highlights by distributing 75% of the company's articles.
- Developed and facilitated presentations for expos with strategic product display and offerings.
- **Initiated and delivered Social Media content** and promotions for five social platforms.
- **Effectively accomplished brand awareness** by conveying media records comprising of top computerized print editors.
- **iStore Marketing Assistant** Jan 2014 to Oct 2015
- **CORE GROUP, JOHANNESBURG, SOUTH AFRICA**
- Prepared monthly product reports while **ensuring alignment with quarterly financial plans.**
- **Directed daily, monthly, and quarterly retail location review** reports and executed PR details regarding journalist evaluations.
- **Creatively designed and delivered monthly newsletters** for iStores across the nation.
- **Strategically planned and organized events** for the iStore including show stands while coordinating inquiries for photography for more than 10,000 sections.
- **Executed daily news observations** and incorporated and organized media cuts into daily reports.
- Served as a liaison with Senior Management in **creating the event aesthetics and theme** while managing visitor records and model castings.
- **Increased ratings across the nation by 50%** through collaboration and partnership with store managers while ensuring that store design criteria were met.

Intern
Mobitainment

Nov 2013 to Dec 2013

- Meticulously screened every single social medium and mobile interactions stages to **identify slanting news, thoughts, and input.**
- **Enhanced operational efficiency and production** by assisting with daily managerial obligations.

- **Utilized visual expertise** to appropriately arrange and facilitate showcasing events.
- **Communicated customer briefs** and arranged executions with senior management.

Bookstore Supervisor

Jun 2011 to Nov 2013

EXCLUSIVE BOOKS

- **Administered five-night staff representatives**, including staff activities and schedules.
- **Adhered to daily store closing procedure** to effectively manage the closeout process of sales enlists and prepared daily bank deposits.
- **Efficiently performed various tasks including** accepting, preparing, and loading items, setting up floor shows, and managing inventory.
- Resolved customer inquiries and leveraged data on techniques or approaches to **effectively employ problem resolution skills**.
- **Accurately managed information** on store products to provide accommodations to clients.

EDUCATION & TRAINING

BBA in Brand Building and Management NQF Level 7, Dec 2013, Vega Brand Communication, Johannesburg, SA

Business Administration NQF Level 4, Oct 2017, iFundi, Johannesburg, SA

Google Analytics, Oct 2017, Google

iStore Graduate Program, Jan 2019, Apple

TELF 150 hours Certificate, Sep 2018, Global Language Training

TKT Young Learners, May 2019, Cambridge University

SheCodes Basics, April 2023, SheCodes

SheCodes Plus, May 2023, SheCodes

SheCodes Responsive, June 2023, SheCodes

Introduction to Programming, April 2023, Udacity

View my portfolio: <https://timely-kitsune-46f640.netlify.app/>